

WEST VIRGINIA  
SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #2

FILED

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OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: STATE COLLEGE SYSTEM BOARD OF DIRECTORS TITLE NUMBER: 131

RULE TYPE: Legislative; CITE AUTHORITY WV Code 18 B-1-6, 2-2-1

AMENDMENT TO AN EXISTING RULE: YES x NO     

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 26

TITLE OF RULE BEING AMENDED: POLICY REGARDING HOLIDAYS

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED:                     

TITLE OF RULE BEING PROPOSED:   

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON Nov. 25, 1991 AT 5:00 pm

ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Jo Ann Raines  
Public Information Officer/  
Governmental Relations Coordinator  
1018 Kanawha Blvd., E.  
Suite 700  
Charleston, WV 25301

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.



ATTACH A BRIEF SUMMARY OF YOUR PROPOSAL

FISCAL NOTE FOR PROPOSED RULES

Rule Title: POLICY REGARDING HOLIDAYS

Type of Rule: Legislative Interpretive  Procedural

Agency STATE COLLEGE SYSTEM Address 1018 Kanawha Blvd., E.  
BOARD OF DIRECTORS Suite 700  
Charleston, WV 25301

1. Effect of Proposed Rule:	ANNUAL		FISCAL YEAR		
	Increase	Decrease	Current	Next	Thereafter
Estimated Total Cost	\$	\$	\$	\$	\$
Personal Services	N/A	N/A	N/A	N/A	N/A
Current Expense	N/A	N/A	N/A	N/A	N/A
Repairs and Alterations	N/A	N/A	N/A	N/A	N/A
Equipment	N/A	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A

2. Explanation of above estimates:

N/A

3. Objectives of these rules:

N/A

4. Explanation of Overall Economic Impact of Proposed Rule.

A. Economic Impact on State Government.

N/A

B. Economic Impact on Political Subdivisions; Specific Industries; Specific groups of Citizens.

N/A

C. Economic Impact on Citizens/Public at Large.

N/A

Date: September 27, 1991

Signature of Agency Head or Authorized Representative

John Paul

**TITLE 131  
STATE COLLEGE SYSTEM  
BOARD OF DIRECTORS  
POLICY BULLETIN NUMBER 26  
SERIES 26**

Policy Bulletin Number 26 directs each College President to determine six holidays which will be observed by the employees of that institution in addition to specified legal holidays. The revisions place a limitation on the number of holidays presidents can declare and mandate each president to annually submit to the Chancellor a list of holidays to be observed.

**TITLE 131  
STATE COLLEGE SYSTEM  
BOARD OF DIRECTORS  
POLICY BULLETIN NUMBER 26  
SERIES 26**

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TITLE 131  
RULE  
STATE COLLEGE SYSTEM OF WEST VIRGINIA  
BOARD OF DIRECTORS  
SERIES 26  
POLICY BULLETIN NO. 26

TITLE: POLICY REGARDING HOLIDAYS

- SECTION 1. GENERAL

- 1.1 Scope - Policy regarding holidays in the State College System of West Virginia.
- 1.2 Authority - West Virginia Code 18 B-1-6, 2-2-1
- 1.3 Filing Date - To be assigned
- 1.4 Effective Date - To be assigned
- 1.5 Repeal of Former Rule - Repeals and replaces Policy Bulletin No. 26, effective September 14, 1987.

SECTION 2. GRANTING POWER

- 2.1 ~~The West Virginia Board of Regents~~ State College System Board of Directors hereby directs that the president of each college ~~or university~~ shall determine the six holidays which will be observed by the employees of that institution in addition to the holidays specified in Section 3.1 of this policy.

SECTION 3. NUMBER OF HOLIDAYS

- 3.1 The number of full holidays shall be twelve ~~(12)~~, plus additional days for any election day (primary or general) held throughout the State ~~and such other days as the president of the United States, governor or other duly constituted authority shall proclaim to be legal holidays (Chapter 2, Article 2, Section 1).~~ Days taken shall include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther

King's Birthday, and six additional days determined by the president of the college. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.

- 3.2 Proclamation of additional legal holidays by the president of the United States, governor, or other duly constituted authority may be observed by employees of the State College System only when communicated through the chancellor.

#### SECTION 4. HALF HOLIDAYS

- 4.1 ~~Half holidays shall be counted as half days in computing the total number of holidays.~~
- 4.1 When Christmas or New Year's Day falls on Tuesday, Wednesday, Thursday, or Friday, one-half day preceding Christmas or New Year's Day shall be a holiday.

#### SECTION 5. SCHEDULES

- 5.1 Holiday schedules are to be established and used on a fiscal year basis.
- 5.2 The president of each college shall submit to the chancellor by June 30 of each year a list of the holidays to be observed at that institution for the upcoming fiscal year.