

## **ARTICLE 12. HOLIDAYS**

Employees are eligible for holiday pay in accordance with the nature of their appointments and their periods on pay status during the month in which the holiday occurs.

### **A. Eligibility for Holiday Pay.**

1. A full-time employee in a career position shall be eligible for holiday pay in accordance with the following conditions:
  - a. An employee shall receive holiday pay if on pay status on his/her last scheduled work day before the holiday and on the first scheduled work day following the holiday.
  - b. A new and rehired employee shall receive pay for any holiday immediately preceding the employee's first day of work provided the holiday is the first working day(s) of the month.
  - c. A continuing employee who is on approved leave without pay, temporary layoff, or furlough for a period of not more than twenty (20) calendar days, including holidays, shall receive pay for any holiday occurring in that period.
  - d. A terminating employee shall receive pay for any holiday immediately following his/her last day of work provided the holiday is the last working day(s) of the month.
2. A full-time employee in a casual position and any part-time employee shall receive holiday pay in accordance with the following table except that holiday pay is not granted for a holiday that occurs before the first day of work for a new or rehired employee or after the last day of work for a terminating employee.

**HOLIDAY PAY FOR FULL-TIME LIMITED AND PART-TIME EMPLOYEES**

Hours on Pay Status					Percent** of Time on Pay Status	Hours*** of Holiday Pay
<u>144-Hr.* Month</u>	<u>152-Hr.* Month</u>	<u>160-Hr.* Month</u>	<u>168-Hr.* Month</u>	<u>176-Hr.* Month</u>		
0 - 71	0 - 75	0 - 79	0 - 83	0 - 87	-	0
72 - 81	76 - 85	80 - 89	84 - 94	88 - 98	50 - 56	4
82 - 99	86 - 104	90 - 109	95 - 115	99 - 120	57 - 68	5
100 - 117	105 - 123	110 - 129	116 - 136	121 - 142	69 - 80	6
118 - 135	124 - 142	130 - 149	137 - 157	143 - 164	81 - 93	7
136 - 144	143 - 152	150 - 160	158 - 168	165 - 176	94 - 100	8

\* Paid hours, excluding holiday hours

\*\* An employee appointed on a percent of time basis earns in accordance with the appointment, provided the employee is not off pay status during the month.

\*\*\* When more than one holiday occurs in a month, multiply the hours of holiday pay by the number of holidays for which the employee is eligible in the month to determine the total holiday hours with pay.

- No employee shall receive holiday pay for any holiday which is immediately preceded by or followed by an unauthorized absence or a suspension for disciplinary reasons.

**B. Holidays Observed.**

- The following days shall be granted as holidays:

New Year's Day  
 Martin Luther King's Birthday  
 President's Day  
 Cesar Chavez Day (to be observed on the last Friday in March)  
 Memorial Day  
 Independence Day  
 Labor Day  
 Veteran's Day  
 Thanksgiving Day  
 Day after Thanksgiving  
 Christmas

- Two moveable holidays set forth below and selected by the University shall also be observed:

December 24, or a designated alternative  
December 31, or a designated alternative

3. Holidays are considered to extend over a twenty-four (24) hour period, but no employee may receive more than eight (8) hours of holiday pay for each holiday.
- C. **Holidays on Saturday or Sunday.** When a holiday falls on a Sunday, the following Monday is observed as a holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday unless an alternative day is designated by the President of the University.
- D. **Compensation for Holiday Work.** When an employee's work schedule requires him/her to work on an observed holiday, the employee shall be paid the regular pay at a straight-time rate, including any shift differential. In addition, the employee receives either holiday pay at the regular straight-time rate, including any shift differential, or compensatory time off.
- E. **Alternate Full-Time Work Schedule.** An employee on an alternate full-time work schedule is entitled to the same number of holidays and the same number of paid holiday hours as are granted to regularly scheduled employees. An employee whose regular day off falls on a holiday observed by the University receives either another day off or compensating holiday pay.
- F. **Special or Religious Holidays.** An employee may observe a special or religious holiday, provided work schedules permit and provided that the time off is charged to accrued vacation, accrued overtime, or is without pay.