

ARTICLE 16 - HOLIDAYS

A. Eligibility For Holiday Pay

1. Full-time employees in career positions 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 or rehired employee shall receive pay for any holiday immediately preceding his/her 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 limited (casual) position and any part-time employee shall receive proportionate holiday pay up to a maximum of eight (8) hours per holiday based on hours on pay status, excluding holiday hours, over one-half (1/2) of the full-time working hours of the month or quadri-weekly cycle. 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.
3. 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 (observed on the last Friday in March)
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

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 at one and one-half (1-1/2) times his/her regular hourly rate of pay. Such employee(s) shall also receive eight (8) hours holiday pay at his/her base rate of pay plus any shift differential.

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 shall receive eight (8) hours holiday pay at his/her base rate of pay plus any shift differential.

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 compensatory time, if any, or is without pay.