

## **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 receive holiday pay if on pay status on the employee's last scheduled workday before the holiday and on the first scheduled workday following the holiday.
2. In addition, a full-time employee in a career position shall receive holiday pay in accordance with the following:
  - a. A new and rehired full-time 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.
  - b. A continuing full-time 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.
  - c. A terminating full-time employee shall receive pay for any holiday immediately following the employee's last day of work provided the holiday is the last working day(s) of the month.
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.
4. A full-time employee in a limited appointment 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.

<b>HOLIDAY PAY FOR FULL-TIME LIMITED APPOINTMENT AND PART-TIME EMPLOYEES</b>						
<b>Number of Hours on Pay Status**</b>					<b>Percent of Time on Pay</b>	<b>Hours of Holiday Pay***</b>
<b>144 Hour* Month</b>	<b>152* Hour Month</b>	<b>160* Hour Month</b>	<b>168* Hour Month</b>	<b>176* Hour Month</b>		
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.

#### B. Holidays Observed

The following days shall be granted as holidays:

- Memorial Day
- Independence Day
- Administrative Holiday (to be celebrated as Caesar Chavez Day on the last Friday in March)
- Labor Day
- Thanksgiving
- Day after Thanksgiving (or an announced equivalent)
- Christmas Eve (or an announced equivalent)
- Christmas Day
- New Year's Eve (or an announced equivalent)
- New Year's Day
- Martin Luther King, Jr. Day
- President's Day (or an announced equivalent)
- Veteran's Day

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 And 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 the rate of time and one-half (1 1/2) of their regular rate of pay, for actual hours worked including any shift differential. In addition, the employee receives eight (8) hours of holiday pay at the regular straight-time rate, including any shift differential. Holiday pay as used in this section is not considered as hours worked for the purposes of determining overtime.

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 holiday pay. Holiday pay is not considered as hours worked for the purpose of determining overtime. If another day off is granted in lieu of holiday pay, such day off will be considered as hours worked in the week in which it is taken, in accordance with Article 9, Overtime, Section A.

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.