

ARTICLE 12 – HOLIDAYS

A. The University observes the following days as administrative holidays:

1. New Year's Day
2. Third Monday in January (Martin Luther King, Jr. holiday)
3. Third Monday in February (or an announced equivalent)
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day
9. Friday following Thanksgiving Day (or an announced equivalent)
10. December 24 (or an announced equivalent)
11. Christmas Day
12. December 31 (or an announced equivalent)
13. One (1) administrative holiday celebrated as Cesar Chavez Day, as designated by the University.

Unless an alternate day is designated by the University, when a holiday falls on a Sunday, the following Monday is observed and when a holiday falls on a Saturday, the preceding Friday is observed as a holiday.

- B. A full-time employee is eligible for holiday pay if the employee is on pay status the last scheduled workday before the holiday and the first scheduled workday after the holiday. To be eligible for holiday pay, a part-time employee must work at least one-half of the working hours in the month. An eligible part-time employee shall receive proportionate holiday pay based on total hours on pay status in the month, excluding holiday hours.
- C. An employee required to work on a holiday as listed above will receive one and one-half times his/her regular rate of pay for hours worked. In addition, an eligible employee shall receive, at the University's option, either compensatory time off or pay for the holiday at the regular straight-time rate, including, where applicable, shift differential.
- D. At the option of the University, an employee whose regular day off falls on a holiday listed above shall receive either eight (8) hours of holiday pay at the regular straight time rate or another day off.
- E. An employee who works an alternate full-time work schedule is entitled to the same number of holidays and the same number of paid holiday hours as the employee would be granted if he or she worked a regular full-time schedule.
- F. A new or rehired full-time employee shall receive pay or compensatory time off for any holiday immediately preceding the employee's first day of work if the holiday is the first working day(s) of the month. A terminating full-time employee shall receive holiday 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.
- G. When an approved leave without pay or a temporary layoff does not exceed twenty (20) calendar days, including holidays, a full-time employee shall receive pay for any holiday, which occurred during that period.
- H. In addition to the holidays listed above, an employee may observe a special or religious holiday if the University determines that work schedules permit by charging time off to accrued overtime, accrued vacation or leave without pay. Requests for such observation shall be granted on the basis of operational needs and requirements and shall not be denied unreasonably.