ARTICLE 22
HOLIDAYS

A. OBSERVANCE

1. The University observes the following days as administrative holidays: For holidays that are not observed on the same day every year, the University will announce the date on which the administrative holidays will be observed:

   New Year's Day
   Martin Luther King, Jr. Holiday
   Presidents’ Day
   Cesar Chavez Day
   Memorial Day
   Fourth of July
   Labor Day
   Veterans Day
   Thanksgiving Day
   Friday following Thanksgiving Day
   Christmas Eve
   Christmas Day
   New Year's Eve

   Unless alternate days are 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.

2. A librarian required to work on a holiday listed in paragraph 1 of this section shall be paid regular pay for the day. In addition, the librarian shall receive another day off with pay.

3. A librarian whose regular day off falls on a holiday listed in paragraph 1 of this section shall receive one (1) day off with pay.

4. A librarian may observe a special or religious holiday by charging time off to accumulated vacation or leave without pay.

B. ELIGIBILITY

1. To be eligible for holiday pay a librarian must have been on pay status or on approved leave with pay on the librarian’s last scheduled work day before the holiday and first scheduled work day after the holiday. New and rehired full-time librarians shall receive pay for any holiday immediately preceding their first day of work if the holiday is the first working day(s) of the month. A terminating full-time librarian shall receive holiday pay for any holiday immediately following the librarian’s last day of work provided the
holiday is the last working day(s) of the month. Librarians appointed at fifty percent (50%) or more of full time shall receive pro rata holiday pay.

2. This policy may be waived by the University at times of campus holiday closures.

3. Periods of academic recess are not regarded as holidays.

B. USAGE

All time off with pay, mentioned in the above paragraphs, shall be scheduled at times mutually convenient to the librarian and the University.