

ARTICLE 09 HOLIDAYS

A. UNIVERSITY HOLIDAYS

The University shall observe the following days as administrative holidays:

- a. January 1 (New Year's Day)
- b. Third Monday in January (Martin Luther King, Jr. Day)
- c. Third Monday in February, or announced equivalent (President's Day)
- d. Last Friday in March, or announced equivalent (Farmworkers Day)
- e. Last Monday in May (Memorial Day Observance)
- f. June 19, or announced equivalent (Juneteenth Federal Holiday)
- g. Fourth of July (Independence Day)
- h. First Monday in September (Labor Day)
- i. November 11 (Veterans' Day)
- j. Fourth Thursday in November (Thanksgiving Day)
- k. Friday following Thanksgiving Day (or announced equivalent)
- l. December 24, or announced equivalent (Christmas Eve)
- m. December 25 (Christmas Day)
- n. December 31, or announced equivalent (New Year's Eve)

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

B. RELIGIOUS HOLIDAY OR DAY OF SPECIAL SIGNIFICANCE

An employee may request time off to observe a religious holiday or day of special significance by using vacation time, compensatory time off, or leave without pay, as long as work schedules permit. Requests for such observation shall be granted on the basis of operational needs and requirements and shall not be unreasonably denied.

C. HOLIDAY TIME PAY

1. Compensation for Holidays Worked

- a. An exempt employee required to work on a holiday listed above shall receive an alternate day off. Requests for specific dates to be used as alternate days off shall be granted on the basis of operational needs and requirements and shall not be unreasonably denied.
- b. With the exception of the provisions in Section C.1.c, below, a non-exempt employee required to work on a holiday listed above shall be paid at the employee's regular straight-time rate of pay for the hours actually worked. In addition, an eligible employee shall receive one of the following at the option of the University for each holiday worked including any shift differential:
 - i. compensatory time off at the regular straight-time rate; or
 - ii. holiday pay at the regular straight-time rate.
- c. A non-exempt employee shall be paid at the rate of time and one-half times ($1\frac{1}{2} \times$) regular pay for hours actually worked on New Year's Day, the last Monday in May, the Fourth of July, the First Monday in September, the Fourth Thursday in November, and December 25, and no alternate dates may be designated by the University.

2. Compensation For Holidays Not Worked

- a. An eligible full-time employee whose regular day off falls on an observed holiday listed in Section A shall receive either eight (8) hours of holiday pay at the regular straight time rate, or an alternate day off, regardless of the number of hours in their shift as determined by the University, except as provided in Section D, below. For an alternate day off:
 - i. The employee shall work with their supervisor to schedule the alternate day off and the request shall not be unreasonably denied; and
 - ii. the day off shall occur within the same pay period.
- b. An eligible full-time employee may request either the eight (8) hours of holiday pay or the alternate day off by submitting their preference to their supervisor in advance of the holiday. Approval of such requests shall be subject to operational needs and requirements.
- c. An eligible part-time employee shall receive proportionate holiday pay, up to the maximum of eight (8) hours per holiday, except as provided in Section D, below. Such holiday pay is calculated on the number of hours in pay status in the month or the two (2) biweekly pay periods immediately preceding the biweekly pay period in which the holiday falls, excluding any holiday hours in those periods.

D. ELIGIBILITY FOR HOLIDAY PAY

- 1. Employees are eligible for holiday pay if they are on pay status at least fifty percent (50%) of the hours in the month or the two (2) biweekly pay periods immediately preceding the biweekly pay period in which the holiday occurs, excluding any holiday hours in those periods.

2. An employee on pay status on the employee's last scheduled work day before the holiday and first scheduled work day after the holiday shall be eligible to receive holiday compensation as provided in Section C. No employee shall be eligible for compensation for any holiday which is immediately preceded by or followed by an unauthorized, unpaid absence or a disciplinary suspension.
3. New and rehired employees shall be eligible to receive pay or compensatory time off for holidays preceding their first day of work provided the holiday is the first working day(s) of the month or quadriweekly cycle. A terminating employee shall be eligible to receive pay for holidays immediately following the employee's last day of work provided the holiday is the last working day(s) of the month or quadriweekly cycle.
4. An eligible employee who is on approved leave without pay or temporary layoff for a period of not more than twenty (20) calendar days, including holidays, shall be eligible to receive pay for any holiday occurring during that period.

E. RESTRICTIONS

1. In the administration of the provisions of this Article there shall be no duplication, pyramiding, or compounding of any premium wage payments provided herein with any other wage payments provided in any other provision of the Agreement.
2. Holiday pay shall not count as time worked for the purpose of calculating overtime.