

## **ARTICLE 23 HOLIDAYS**

### **A. University Holidays**

1. The University shall observe the following holidays:
  - New Year's Day
  - Presidents Day
  - Memorial Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Eve
  - New Year's Eve
  - Martin Luther King, Jr. Day
  - Cesar Chavez Day (or floating equiv)
  - Independence Day
  - Veterans Day
  - Friday following Thanksgiving Day
  - Christmas Day
2. Unless an alternate day is designated by the University, when a holiday falls on a Saturday, it is observed on the preceding Friday, and when a holiday falls on a Sunday, it is observed on the following Monday.

### **B. Eligibility for Holiday Pay**

1. **Full-Time Employees**
  - a. A full-time employee is eligible for holiday pay if s/he is on pay status during the week in which the holiday occurs.
  - b. Full-time employees are also eligible for holiday pay if the holiday:
    - 1) immediately precedes their appointment date and the holiday is the first workday of the month;
    - 2) immediately follows their last day of work and the holiday is the last workday of the month; or
    - 3) occurs during an approved leave of absence, a temporary layoff, or a furlough that does not exceed twenty (20) calendar days (including holidays).
2. **Part-Time Employees**

Eligibility: A part-time employee is eligible for holiday pay if s/he is on pay status at least fifty percent (50%) of the hours in the month in which the holiday occurs (for doctors paid monthly) or the two (2) biweekly pay periods immediately preceding the biweekly pay period in which the holiday occurs (for doctors paid biweekly).

- a. When the holiday falls on a day that would otherwise be the eligible part-time employee's scheduled day off, the employee shall receive holiday pay in proportion with the employee's appointment percentage.
  - b. When the holiday falls on a day that the eligible part-time employee would have worked but for the occurrence of the University holiday, s/he shall be without loss of compensation for the holiday.
  - c. New or rehired part-time regular employees are not eligible for holiday pay for a holiday that occurs before the first day of their appointment or after they are separated from employment with the University.
3. No employee shall receive holiday pay for any holiday that is immediately preceded by or followed by an unauthorized absence or disciplinary suspension.

**C. Special or Religious Holiday**

An employee may take time off to observe a special or religious holiday if the University determines that the time off does not cause undue hardship to the department. Employees may use accrued vacation or take unpaid leave.