

## **ARTICLE 12**

### **HOLIDAYS**

- 12.1 The following holidays, except as provided in provision 12.2 below, shall be observed on the day specified.
- a. January 1
  - b. Third Monday in January (Martin Luther King Jr. Day)
  - c. March 31 (Cesar Chavez Day)
  - d. July 4
  - e. First Monday in September (Labor Day)
  - f. Thanksgiving Day
  - g. December 25
  - h. Any other day designated by the Governor for a public fast or holiday.
- 12.2 The holidays listed in this provision shall be officially observed on the day specified unless they fall on a Saturday or Sunday, or are rescheduled by the President for observance on another day.
- a. Third Monday in February (Washington's Birthday)
  - b. February 12 (Lincoln's Birthday)
  - c. Last Monday in May (Memorial Day)
  - d. Admission Day
  - e. Second Monday in October (Columbus Day)
  - f. November 11 (Veteran's Day)
- 12.3 Any holiday listed in this Article which falls on a Saturday shall be observed on the preceding Friday. Any holiday listed in this Article which falls on a Sunday shall be observed on the following Monday.

#### **Work Requirements and Compensation During Holidays**

- 12.4 Teaching Associates in an Academic Year classification and Graduate Assistants in an Academic Year classification shall not be required to work on the days holidays in

provisions 12.1 and 12.2 are officially observed or on academic holidays as designated in the campus academic calendar. Such employees shall receive their normal salary for these periods.

- 12.5 Teaching Associates in a twelve (12) month classification and Graduate Assistants in a monthly classification shall not be required to work on the days holidays in provisions 12.1 and 12.2 are officially observed. Such employees shall receive their normal salary for these periods.
- 12.6 An employee on a leave of absence without pay or in another non-pay status on a day a holiday is officially observed shall not be paid for the holiday.
- 12.7 If the first working day of a new bargaining unit employee is preceded by a holiday, the bargaining unit employee shall not be paid for the holiday.
- 12.8 Instructional Student Assistants do not have paid holidays. Instructional Student Assistants are paid for all hours authorized to work.
- 12.9 Teaching Associates will receive pay for holidays that fall within the scheduled workweek. A TA who is authorized to work and works on the holiday that is officially observed by the University shall be compensated with pay at his/her straight time rate on an hour-by-hour basis for all hours worked on the holiday OR given equivalent time off.

Equivalent time off, equal to the hours worked on the holiday, may be taken in lieu of compensation with pay. This equivalent time off must be taken within ninety (90) days after the holiday was observed. If the TA is unable to take the equivalent time off based upon the Department's operational needs, he/she shall be paid at his/her straight time.

#### Personal Holiday

- 12.10 Employees in a Teaching Associate classification shall be entitled to a Personal Holiday that may be taken on one (1) day during the calendar year. If the bargaining unit employee fails to take the Personal Holiday before the end of the calendar year, the holiday shall be forfeited. The CSU and the Union shall endeavor to inform a Teaching Associate of his/her Personal Holiday. Scheduling of the Personal Holiday shall be by mutual agreement of the bargaining unit employee and the appropriate administrator.