

ARTICLE 25

HOLIDAYS

25.1 The following paid holidays, except as provided in provision 25.3 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. November 11 (Veterans Day) - effective 11/1/05
- g. Thanksgiving Day
- h. December 25
- i. Any other day designated by the Governor for a public fast or holiday

25.2 The paid holidays listed in this provision shall be 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. February 12 (Lincoln's Birthday)
- b. Third Monday in February (Washington's Birthday)
- c. Last Monday in May (Memorial Day)
- d. Admission Day
- e. Second Monday in October (Columbus Day)
- f. November 11 (Veterans Day) - through 12/31/05

- 25.3 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.
- 25.4 A full-time employee in pay status on the day a holiday is officially observed shall be entitled to an eight (8) hour holiday. A less than full-time employee in pay status on the day a holiday is officially observed shall be entitled to an eight (8) hour holiday pro rata. An employee on a leave of absence without pay or other nonpay status on a day a holiday is officially observed shall not be entitled to the holiday.

For those employees on a 4/10 or a 9/80 work schedule as provided in Article 28, if a holiday falls on a day in which the employee is scheduled to work ten (10) hours or nine (9) hours, holiday pay shall be for all hours (ten or nine) that the employee was scheduled to work.

If a holiday is observed on Monday through Friday when an employee is not scheduled to work, the employee shall be entitled to observe the holiday on another scheduled workday. The rescheduled holiday shall consist of the number of hours equivalent to the number of hours of the employee's normally assigned workday (8 hours, 9 hours, or 10 hours). This holiday must be rescheduled by agreement of the employee and the University and used within ninety (90) days after the holiday was observed.

- 25.5 If a holiday falls on a scheduled workday during the employee's vacation or within a period of absence chargeable to sick leave, the employee will not be charged sick leave or vacation time.
- 25.6 When possible, the CSU shall give sixty (60) days' notice of any campus closure.
- 25.7 An employee shall be permitted to use accrued vacation or CTO or may be permitted to work a sufficient number of extra hours in advance at the appropriate rate of compensation if the President closes the campus and there are an insufficient number of holidays scheduled to be observed during the closure.
- 25.8 Should an employee, because of length of service, have insufficient vacation or CTO accrued to cover the scheduled days of closure, where possible, he/she shall be provided sufficient work to prevent any loss of pay or benefits. Such work shall be compensated at the appropriate rate and shall be performed prior to the scheduled day(s) of closure, unless an appropriate administrator deems it necessary to assign an employee to work during the scheduled day(s) of closure.

- 25.9 An employee is entitled to one (1) Personal Holiday which must be taken on one (1) day during the calendar year. If the employee fails to take the Personal Holiday before the end of the year, the holiday shall be forfeited. The scheduling of the holiday shall be by mutual agreement of the employee and the appropriate administrator.
- 25.10 If the first working day of a new employee is preceded by a holiday, the employee shall not be entitled to holiday pay.
- 25.11 No provision of this Article, except for provision 25.9, Personal Holiday, shall apply to academic year employees.

Holiday Work Compensation

- 25.12 A full-time non-exempt employee who works on the day a holiday is officially observed shall receive appropriate compensation in accordance with applicable provisions of this Agreement. Such compensation shall be in cash or CTO, as determined by the President. Such determination shall be made prior to the time the employee works on a holiday. This provision shall apply pro rata to less than full-time employees.

An exempt employee who is required to work on the day a holiday is officially observed shall receive informal time off in an amount approximate to the time worked on a holiday on a date mutually determined by the employee and the supervisor.

- 25.13 When a holiday is observed pursuant to provision 25.3 and an employee is not scheduled to work on the day the holiday is observed, but is required to work on the calendar date of such a holiday, he/she shall only receive holiday work compensation for time worked on the calendar date of the holiday. Such compensation shall be provided pursuant to provision 25.12, Holiday Work Compensation, of this Article.