

## **ARTICLE 17**

### **HOLIDAYS**

- 17.1 The following paid holidays, except as provided in provision 17.3 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)
  - g. Thanksgiving Day
  - h. December 25
  - i. Any other day designated by the Governor for a public fast, Thanksgiving, or holiday.
- 17.2 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 for observance on another day by the President.
- 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)
- 17.3 Any holiday listed in provisions 17.1 or 17.2 above which falls on a Saturday shall be observed on the preceding Friday, and any holiday in provisions 17.1 or 17.2 above which falls on a Sunday shall be observed the following Monday.
- 17.4 An employee in pay status on the day a holiday is officially observed shall be entitled to the holiday. The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed. A Limited Hourly employee is entitled to holiday pay based on the relationship of total hours worked in the holiday pay period

to total hours in that pay period. An employee on a leave of absence without pay or in other non-pay status on a day a holiday is officially observed shall not be entitled to the holiday.

- 17.5 If a holiday falls on a scheduled workday during an employee's vacation or within a period of absence chargeable to sick leave, the holiday will not be charged to sick leave or vacation time.
- 17.6 A campus yearly calendar shall be provided to the employees at least thirty (30) days before its effective date.
- 17.7 An employee shall be permitted to use accrued vacation or CTO if the President closes the campus and there is an insufficient number of holidays scheduled to be observed during the closure.
- 17.8 Should a new employee, because of length of service, not have vacation accrued or sufficient CTO balance to cover the scheduled days of closure, he/she shall be provided sufficient work to prevent any loss of pay or benefits. Such time shall be provided no later than sixty (60) days after such a scheduled day(s) of closure.
- 17.9 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.

#### Holiday Work

- 17.10 An employee who works on a holiday shall be compensated either in cash or in CTO to a maximum accrual of two hundred and forty (240) hours as determined by the appropriate administrator. Such determination shall be made prior to the time the employee works on a holiday.
- 17.11 Consistent with the current practice concerning holiday pay, an employee who works on a holiday listed in provision 17.1 or 17.2 shall be compensated at one and one-half (1 1/2) times the employee's basic hourly rate of pay in addition to the compensation provided under provision 17.4 of this Article. This will result in total compensation of double and one-half (2 1/2) times the employee's basic hourly rate of pay.

17.12 The CSU agrees to notify employees on each campus of their accrued holiday credits on a quarterly basis.

Alternate or Compressed Work Schedules

17.13 The parties agree that when an employee is on an alternate or compressed work schedule pursuant to Article 22, the campus may choose one of the following options:

- a. The employee may work their normal schedule on the day the holiday is officially observed. If the employee works on the holiday they shall be paid for hours worked pursuant to provisions 17.10-17.12 above.
- b. If the holiday is officially observed on a day the employee is not scheduled to work, the employee is entitled to the number of holiday hours equal to their normal workday. This holiday shall be used within ninety (90) days after the holiday was officially observed on a day mutually agreed to by the employee and the appropriate administrator, so that the holiday shall not be lost.
- c. The campus may also notify the affected employee, at least 14 days in advance that during the week in which the holiday falls their alternate work schedule shall revert to an 8 hour per day 5 day per week schedule to accommodate the observation of the holiday.

17.14 When the holiday is taken by the employee pursuant to 17.13c above, the holiday counts as time worked in accordance with provision 23.6 of the contract.

17.15 Consistent with provision 17.4, the options in 17.13 above do not apply to employees on a leave of absence without pay or in other non-pay status on the day the holiday is observed.