

ARTICLE 21

HOLIDAYS

- 21.1 The following paid holidays, except as provided in provision 21.3 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 of September (Labor Day)
 - f. November 11 (Veteran's Day)
 - g. Thanksgiving Day
 - h. December 25
 - i. Any other day designated by the Governor for a public fast or holiday.
- 21.2 The paid holidays listed in this provision shall be observed on the day specified unless they fall on a Saturday or Sunday, or classes have been scheduled on the campus. If classes are scheduled on these holidays, the campus President may at their sole discretion reschedule the holiday observance to another day consistent with the needs of the campus.
- a. Third Monday in February (President'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)
- 21.3 Any holiday listed in provisions 21.1 or 21.2 above which falls on a Saturday shall be observed on the preceding Friday, and any holiday in provisions 21.1 or 21.2 above which falls on a Sunday shall be observed on the following Monday.
- 21.4 The amount of time off an employee shall receive with no loss in pay to observe the holiday is as provided below:

a. An employee scheduled to work on the day a holiday is officially observed, except as provided in provision 21.4 (b), 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.

b. If an employee is on a compressed work schedule or an alternate work schedule and the holiday is observed on a non-workday, the employee shall be entitled to a day equal to their normal workday. This holiday must be used on the employee's next work day, subject to the operational needs of the campus, or within one hundred and eighty (180) days after the holiday was observed.

c. If an employee has been unable to take their holiday within one hundred eighty (180) days due to operational need, the employee shall be paid for the holiday.

21.5 An employee on a leave of absence without pay or other nonwork status on a day a holiday is officially observed shall not be entitled to the holiday.

21.6 If a holiday falls on a scheduled workday during the 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.

21.7 A campus yearly calendar shall be provided to the employees at least thirty (30) days before its effective date.

21.8 An employee shall be permitted to use accrued vacation if the President closes the campus and there are an insufficient number of holidays scheduled to be observed during the closure.

21.9 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.

21.10 Holiday credit is the time credited to an employee when they work on a holiday.

21.11 An employee who works on a holiday shall receive credit for the equivalent hours worked holiday credit on a straight-time basis. A part-time employee who works on a holiday shall receive holiday credit pro rata.