

**ARTICLE 13**  
**HOLIDAYS AND VACATION**

**Holidays**

- 13.1 The CSU observes the following holidays, 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 (Veteran's Day)
  - g. Thanksgiving Day
  - h. December 25
  - i. Any other day designated by the Governor for a public fast or holiday.
- 13.2 The holidays listed in this provision shall be observed on the day specific unless they fall on a Saturday or Sunday, or are rescheduled for observance on another day by the President.
- 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)
- 13.3 Any holiday listed in this Article which falls on a Saturday shall be observed on the preceding Friday. Any holiday in this which falls on a Sunday shall be observed the following Monday.
- 13.4 An Instructor scheduled to work on the day a holiday is officially observed shall be entitled to the holiday pay at one and a half times the rate of the Instructors hourly

- rate of pay, in accordance with provision 13.1. Instructors not scheduled to work on the day the holiday is observed are not entitled to the holiday.
- 13.5 An Instructor is entitled to one (1) personal holiday per calendar year based on the number of hours worked in accordance with HR/Leaves 2014-02, or in any superseding or controlling Technical Letter.
- 13.6 A campus yearly calendar shall be posted on the University website at least thirty (30) days before its effective date.

### Vacation

- 13.7 Vacation shall be credited in accordance with HR Technical Letter HR/Leaves 2014-02 or in any superseding or controlling Technical Letter.
- 13.8 Based upon the operational needs of the campus, vacation requests shall be considered by the appropriate administrator. Vacations shall be scheduled and taken only as authorized by the appropriate administrator, provided that operational needs are met.

Once approved in writing, vacations shall not be rescinded without the mutual consent of the employee and the appropriate administrator, except in cases of emergency as determined by the appropriate administrator.

Requests for scheduling vacation shall be submitted in writing to the appropriate administrator as soon as practicable.

In all cases the appropriate administrator shall respond in writing, either approving or denying the request. The response shall be provided as soon as possible.