

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. Thanksgiving Day
 - g. December 25
 - h. 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 (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)
- 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. If an employee is scheduled to work at least 32 hours a week and the holiday is observed on a

non-workday, the CSU shall allow the employee informal time off on a normal workday subject to the operational needs of the campus and the Student Health Center. This holiday must be used within one hundred and eighty (180) days after the holiday was observed.

- 21.4 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.
- 21.5 If a holiday falls on a scheduled workday during the employee's vacation or within a period of absence chargeable to sick leave, the holiday will not be charged to sick leave or vacation time.
- 21.6 A campus yearly calendar shall be provided to the employees at least thirty (30) days before its effective date.
- 21.7 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.
- 21.8 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.
- 21.9 Holiday credit is the time credited to an employee when they work on a holiday.
- 21.10 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.