

## ARTICLE 19

### HOLIDAYS

19.1 The following paid holidays, except as provided in Provision 19.3 below, shall be observed on the day specified:

- a. January 1
- b. July 4
- c. First Monday in September
- d. Thanksgiving Day
- e. December 25
- f. Third Monday in January (Martin Luther King, Jr., Day)
- g. March 31 (Cesar Chavez Day)
- h. November 11 (Veteran's Day)

19.2 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)

19.3 Any holiday listed in Provision 19.1 or 19.2 above which falls on a Saturday shall be observed on the preceding Friday, and any holiday in Provision 19.1 or 19.2 above which falls on a Sunday shall be observed the following Monday.

19.4 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. 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.

- a. Holidays on Scheduled Days Off - If an employee's regularly scheduled day off falls on the day the holiday is observed, the employee shall be entitled to holiday time off in an amount equal to their normal workday. This holiday time is not considered CTO. This compensation at the amount equal to their normal workday may be in the form of cash (salary) or Holiday Credit, which shall be included with the one hundred (100) hours that may be accrued under provision 19.4 b. below.
- b. Holiday on Scheduled Work Days - An employee who is scheduled to work and works on the day a holiday is officially observed shall receive his/her normal compensation for that day and shall also receive compensation at the overtime rate of one and one-half (1 and ½) times their normal rate of pay for each hour actually worked. This compensation at the rate of one and one-half (1 and ½) times their normal rate of pay for each hour actually worked may be in the form of cash (salary) or Holiday Credit.
  1. The method of payment for compensation shall be determined by the Chief of Police, and it shall be made before the holiday is worked and/or observed when practicable. However, employees with one-hundred (100) or more accrued hours of Holiday Credit may select in writing the method of payment for holiday compensation.
- c. Holiday Credit shall be used or paid out within one (1) year of the Holiday Credit being earned.

19.5 If a holiday falls on a scheduled workday during an employee's vacation or within a period of absence chargeable to sick leave, the employee will not be charged sick leave or vacation time.

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

- 19.7 Each employee is entitled to a Personal Holiday which must be taken during the calendar year. If the employee fails to take the Personal Holiday before the end of the calendar year, the holiday shall be forfeited. The use of the Personal Holiday shall be coordinated with and authorized by the Chief of Police.
- 19.8 When a holiday is observed pursuant to Provision 19.3 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 receive holiday compensation only for time worked on the calendar date of the holiday. Such compensation shall be provided pursuant to Provision 19.4 b. of this Article.
- 19.9 A unit member who has been required to work on the same specific holiday for two consecutive years, shall have the right to request not to be assigned to work that specific holiday the following year. If such a request is made twenty-eight (28) days or more prior to the date of the holiday, every reasonable effort will be made to grant the request.