ARTICLE 11

HOLIDAY LEAVE

11.1 Unit employees shall be entitled to the following holidays with pay provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday:

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving Day
- Christmas Week (5 days)*

Unit employees shall also receive December 21, 22 & 23, 2016 as one-time additional holidays.*

*Any employee who is required to work on one or more of these days, (e.g. employees working in maintenance, custodial and safety classification) shall be given a floating holiday for each day worked, which shall be used on a date mutually agreed to between employee and supervisor.

Employees who work a 4/40, 9/80, or 36/4 workweek shall be allowed to use earned comp time, earned vacation, or excused absence without pay for the extra (1) or (2) hours that goes beyond the holiday time of eight (8) hours.

Salaried Part-time Employees and Percent of Contract Employees shall receive pro-rated holiday leave.

Hourly employees shall receive pro-rated holiday leave which shall be prorated based upon the percent of hours scheduled during the month in which the holiday occurs.

11.2 Holidays will be determined in the calendar development process as provided by Education Code. Holidays are counted as eight (8) hour days.

11.3 Should a holiday as enumerated above or any other designated by the governing board as a public holiday occur while a unit employee is absent from work because of sick leave, vacation, or any other paid leave of absence, the holiday shall be considered as time worked and shall not be deducted from his/her other paid leave of absence.

11.4 Unit employees working a 5-day workweek shall be entitled to the same number of holidays, regardless of whether they work Monday through Friday or some other
workweek such as Tuesday through Saturday. When a holiday falls on a non-work day for an employee working other than Monday through Friday and the holiday is one of those enumerated above, that employee is entitled to an additional day off with pay.

11.5 A unit employee required by his/her supervisor to work on a holiday shall receive time-and-a-half pay in addition to his/her regular day's pay for work on the holiday. If the employee does work and is paid overtime for working a holiday, he/she shall not receive an additional day off.

11.6 School recesses during the winter and spring periods shall not be considered holidays for unit employees who are not normally required to work during that period.

11.7 Unit employees who are not normally assigned to duty during the school holidays of the winter recess shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period, in accordance with 11.1 above.

11.8 Additional Holidays: Every day declared by the President or Governor of this state as a public fast, mourning, thanksgiving, or holiday, which mandates the closure of the district’s colleges or any day declared a holiday by the governing board shall be paid holidays for all unit employees.