

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7133 Management Holidays

Educational and classified administrators, classified managers and confidential 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:

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- President's Day
- Cesar Chavez Day
- Spring Break (2 days)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving Day
- Christmas Day
- Christmas Week (4 days)

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

Should a holiday as enumerated above or any other designated by the governing board as a public holiday occur while a management 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 their other paid leave of absence.

Management 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. Additionally, if a Management Employee is required to work on a designated holiday that employee is entitled to an additional day off with pay. The additional day must be taken within 6 months of the scheduled holiday.

Adopted: March 7, 2022