

## **ARTICLE 17 HOLIDAYS**

### **A. UNIVERSITY HOLIDAYS**

The University shall observe the following days as administrative holidays:

New Year's Day  
Martin Luther King, Jr. Day  
Third Monday in February (or announced equivalent)  
Last Monday in May  
Fourth of July  
Labor Day  
Veterans Day  
Thanksgiving Day  
Friday following Thanksgiving Day (or announced equivalent)  
December 24 (or announced equivalent)  
Christmas Day  
December 31 (or announced equivalent)  
One Administrative Holiday to be celebrated as Cesar Chavez Holiday to be designated by the University

Unless an alternate day is designated by the University, when a holiday falls on Saturday, the preceding Friday is observed, and when the holiday falls on Sunday the following Monday is observed as a holiday.

### **B. HOLIDAY TIME/PAY**

#### **1. Compensation for Holidays**

All eligible Officers shall receive holiday time for the holidays provided for in this Article, as follows:

- a. An eligible full time Officer shall receive eight (8) hours of holiday time at the straight time rate, regardless of her or his work schedule (8, 10 or 12 hour shifts).
- b. An eligible part-time Officer in pay status at least fifty percent (50%) of the hours in the appropriate pay cycle, excluding holiday hours, shall receive proportionate holiday time at the straight time rate, up to the maximum of eight (8) hours per holiday. Such holiday time is calculated on the number of hours in pay status in the month (for monthly paid Officers) in which the holiday falls, or (for bi-weekly paid Officers) the two pay periods immediately preceding the pay period in which the holiday occurs.
- c. Officers who are assigned to be off work on a holiday that they would otherwise be scheduled to work will receive holiday compensation as provided for in paragraphs a and b above. Officers will be provided the opportunity to use accrued holiday bank time, vacation leave, or compensatory time to make up the difference between holiday compensation hours received for the holiday and their assigned schedule of hours for the day.

## 2. FOR UCB, UCSF, UCLA, UCR, UCSC, UCSB AND UCI ONLY

- a. When an Officer actually works on a holiday listed in §A above or the holiday falls on the Officer's regularly scheduled day off, the Officer shall receive the holiday compensation described in §B.1. above, credited to the Officer's holiday time bank. The holiday time will be credited to the Officer's holiday bank as of the date of the holiday.
- b. When holiday time is placed in the holiday time bank, such bank shall be at the straight time rate, and shall be kept separate from any other time bank. Holiday time banks shall be paid out upon separation from employment at the Officer's current straight time rate of pay.
- c. In accordance with departmental policy, an Officer may request to schedule the use of banked holiday time, subject to the operational needs of the University. Holiday time shall be scheduled within the fiscal year it is earned. Accumulation of holiday time within a fiscal year is limited to the maximum number of hours established in accordance with departmental policy. An Officer may be paid for any hours of holiday time which exceed the departmental limit. By April 1 of each year, any hours remaining in an Officer's holiday time bank may be scheduled off, paid, or reduced by any combination thereof, or extended to the following fiscal year by the Chief.
- d. Compensation in the form of straight rate holiday time is not considered as hours worked for the purpose of determining overtime except as provided in §B.2.e. below.
- e. For officers who are assigned by the department to be off work on a holiday that they are regularly scheduled to work and who are assigned by the department to work overtime during the same week or pay period, as defined in Article 11 – Hours of Work, the officer's holiday time shall be counted as hours worked for the purposes of computing premium overtime.

## 3. FOR UCD AND UCSD ONLY

The University shall maintain the status quo of counting holiday time as time worked for the purpose of computing overtime. At these two locations, employees in the bargaining unit will not be entitled to the holiday compensatory time Bank.

**C.** Officers may be scheduled off on the day the campus observes the holiday.

### **D. RELIGIOUS OBSERVANCE**

By charging time off to vacation, compensatory time off, leave without pay, or the holiday time bank, an Officer may observe a special or religious holiday if the University determines that work schedules permit.

### **E. ELIGIBILITY**

An eligible full-time Officer on pay status on the Officer's last scheduled work day before the holiday and first scheduled work day after the holiday shall be compensated for the holiday. No

Officer shall receive holiday pay for any holiday which is immediately preceded by or followed by an unauthorized absence.

**F. TEMPORARY LAYOFF**

A full-time Officer on a temporary layoff of not more than twenty (20) calendar days, including holidays, shall receive pay for any holiday which occurred during that period.