

**HOLIDAYS FOR CLASSIFIED EMPLOYEES**

Classified employees are entitled holidays with pay provided the employee is in a paid work status the immediate work day before or the immediate work day following such holiday. Below is a listing of District holidays.

- |                        |                           |
|------------------------|---------------------------|
| New Year's Day         | Veterans Day              |
| Martin Luther King Day | Thanksgiving Day          |
| Lincoln's Birthday     | Day after Thanksgiving    |
| Washington's Birthday  | Day before Christmas      |
| Native American Day    | Christmas Day             |
| Memorial Day           | Day before New Year's Day |
| Independence Day       |                           |
| Labor Day              |                           |

Five additional Governing Board granted holidays during the Winter Recess period with the dates determined by the Governing Board annually after the college calendar has been adopted.

1. All monthly classified employees are entitled to the same number of paid holidays each year. The number of holidays is that granted to those employees working Monday through Friday.
2. When a holiday falls on a Sunday, the succeeding workday not a holiday shall be deemed to be a holiday in lieu of the day observed. When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be the holiday in lieu of the day observed.
3. If a holiday falls on a non-work day for an employee, the employee shall be given time off in-lieu of the holiday at the same ratio as their work schedule bears to full-time employees, within the same pay period (currently calendar month). The in-lieu holiday time may be before or after the actual holiday.
4. If, due to business reasons, it is not possible to schedule the in-lieu time off within the same pay period, the employee and supervisor by mutual agreement may schedule the in-lieu time off to be taken no later than the next pay period. Holiday in-lieu time off may be combined with accrued vacation time to allow for entire shifts off. When the in-lieu holiday leave is used by the employee, it must be identified as such on the employee's absence report.
5. If an employee is required to work on a holiday, he/she shall be paid at the overtime rate for the time worked in addition to the regular day's pay for the holiday. The employee shall not receive an additional day off in this case.

Public Employees, Local 1, Article 9