

## CHAPTER 160

### HOLIDAYS

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#### 160.1 HOLIDAYS

**160.1.1 HOLIDAYS FOR CLASSIFIED EMPLOYEES:** All regular classified employees shall be entitled to the following paid holidays which occur during their assigned work year, subject to eligibility provisions of this Rule and in accordance with the VVUHSD/CSEA Contract Agreement, Article 9.1:

One Floating Holiday

New Year's Day

Martin Luther King Day

Lincoln's Birthday

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Admission's Day/Columbus Day

Veterans' Day

Day Before Thanksgiving Day

Thanksgiving Day

Friday After Thanksgiving

Day Before Christmas

Christmas Day

Day Before Christmas Eve

Day before New Year's Day

**REFERENCE:** Education Code Sections 45203, 45260, and 45261

**160.1.2 GOVERNOR OR PRESIDENT DECLARED HOLIDAYS:** In addition to the holidays listed in Rule 160.1.1, all regular classified employees shall be entitled to a paid holiday for every day appointed by the President of the United States or the Governor of the State of California as a public fast, thanksgiving or holiday, pursuant to Education Code Section 37220.

**REFERENCE:** Education Code Sections 1318, 37220, 45203, 45260, and 45261

**160.1.3 OTHER PAID HOLIDAYS:** All regular classified employees shall be entitled to a paid holiday for any day declared a holiday by the Board of Trustees pursuant to Education Code Sections 1318 or 37222 for classified or certificated employees. For purposes of Rule 160.1.4, a holiday is defined as follows:

**160.1.3.1** Any day specifically declared and called a holiday by the Board of Trustees for either classified or certificated employees.

**160.1.3.2** Any day, by whatever name, that is given with or without pay as a non-duty day to certificated employees by the Board of Trustees that falls between the commencement of the regular school term and the end of the regular school term. The exception to this rule would be those days that fall during the normal Fall, Winter and Spring Recess periods of the school term.

**REFERENCE:** Education Code Sections 1318, 37222, 45203, 45260, and 45261

**160.1.4 RATE OF PAY FOR HOLIDAYS:** Any day defined as a holiday by these rules shall be paid at the normal rate of pay the employee would have received had the employee worked that day.

**REFERENCE:** Education Code Sections 45260 and 45261

**160.1.5 OVERTIME PAY FOR WORKING HOLIDAYS:** Regular classified employees who work on a holiday shall be paid three (3) times their appropriate rate of pay.

**REFERENCE:** Education Code Sections 45203, 45260, and 45261

**160.1.6 HOLIDAY ELIGIBILITY:** A regular classified employee shall be entitled to any holiday falling under these rules, provided he is in a paid status during any portion of his scheduled working days either immediately preceding or succeeding the holiday.

**160.1.6.1** A regular classified employee of the District who is not normally assigned to work during student recess periods during the normal school term shall be paid for any holiday that falls within the recess, provided he was in a paid status during any portion of his scheduled working days either immediately preceding or succeeding the recess period.

**REFERENCE:** Education Code Sections 45203, 45260, and 45261

**160.1.7 WEEKEND HOLIDAYS:** When a holiday falls on a Saturday, the holiday shall be observed on the preceding workday not a holiday. When a holiday falls on a Sunday, the holiday shall be observed on the succeeding workday not a holiday.

**REFERENCE:** Education Code Section 45203, 45260, and 45261

**160.1.8 HOLIDAYS FOR EMPLOYEES WITH NON-TRADITIONAL WORK WEEKS:** A regular classified employee assigned to a work week other than Monday through Friday (i.e., Tuesday through Saturday, etc.) shall be provided a substitute holiday when the regular holiday falls on a day on which the employee is not normally assigned to work.

**REFERENCE:** Education Code Sections 45206, 45260, and 45261