

CHAPTER 16

HOLIDAYS

16.1 GENERAL PROVISIONS

16.1.1 HOLIDAYS FOR CLASSIFIED EMPLOYEES:

All classified employees shall be entitled to the following paid holidays, provided that the employee is in a paid status during any portion of the workday immediately preceding or succeeding the holiday, subject to eligibility provisions of this rule:

- a. Independence Day
- b. Labor Day
- c. Veteran's Day
- d. Thanksgiving Day
- e. Friday after Thanksgiving Day
- f. Christmas Eve
- g. Christmas Day
- h. New Year's Eve
- i. New Year's Day
- j. Martin Luther King, Jr. Day
- k. Lincoln's Day
- l. Washington's Day
- m. Friday of Spring Recess
- n. Memorial Day

Reference: EC§ 45203, 45260 and 45261

16.1.2 PAYMENT FOR HOLIDAYS DURING NON-WORK PERIODS:

Employees who are not normally assigned to duty during the winter and spring recess periods shall be paid for those holidays providing they were in paid status during any portion of the workday of their normal assignment immediately preceding or succeeding the holiday period.

16.1.3 WEEKEND HOLIDAYS:

When a listed holiday falls on a Sunday, the following Monday shall be the holiday except when Christmas Eve falls on a Sunday, the preceding Friday shall be the holiday. When a listed holiday falls on a Saturday, the preceding Friday shall be the holiday.

16.1.4 GOVERNOR/PRESIDENT/GOVERNING BOARD DECLARED HOLIDAYS:

In addition to the holidays listed in Rule 16.1.1, all classified employees shall be entitled to a paid holiday for every day officially declared by the President of the United States and/or the Governor of the State of California as a public fast, thanksgiving or holiday, pursuant to Education Code Section 37220, or any day declared a holiday by the Governing Board.

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Reference: EC§ 1318, 37220, 37222, 45203, 45260 and 45261

16.1.5 **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: EC§ 45260 and 45261

16.1.6 **OVERTIME PAY FOR WORKING HOLIDAYS:**

Classified employees who are required to work on any of the listed holidays shall be compensated, or given compensating time off for such work, in addition to the regular pay received for the holiday, at the rate of time and one-half the employee's regular rate of pay.