

XIV. HOLIDAYS

14.1 RECOGNIZED HOLIDAYS.

- a. A holiday shall consist of eight (8) hours off with pay for all regular employees. Part-time regular employees, for whom holiday hours will be accrued and used based upon the ratio of time worked compared to a full-time employee (FTE), as listed in the current fiscal year's budget book.
- b. A regular employee who works on a holiday shall receive eight (8) hours straight-time hours added to the employee's floating holiday total for the year.
 - (1) Part-time regular employees, for whom holiday hours will be added to the employee's floating holiday total for the year, based upon the ratio of time worked compared to a full-time employee (FTE), as listed in the current fiscal year's budget book.
- c. Each holiday listed in Section 14.1 (d) below is based on a twenty four (24) hour day (12:00 a.m. to 11:59 p.m.). Shifts that begin before or end after this twenty four (24) hour day will be paid at the overtime rate for only the time worked during the twenty-four (24) hour holiday time period.
- d. The following days shall be recognized as holidays with pay for all regular employees who are in pay status for the entire workday before and following such days:

NEW YEAR'S DAY
JANUARY 1

PRESIDENT'S DAY
THIRD MONDAY IN FEBRUARY

MEMORIAL DAY
LAST MONDAY IN MAY

FOURTH OF JULY
JULY 4

LABOR DAY
FIRST MONDAY IN SEPTEMBER

ALASKA DAY
OCTOBER 18

VETERANS' DAY
NOVEMBER 11
(May be taken the day after Thanksgiving with supervisor's approval.)

THANKSGIVING DAY
FOURTH THURSDAY IN NOVEMBER

CHRISTMAS DAY

- e. **FLOATING HOLIDAYS:** Subject to prior approval by supervisor, (any day of employee's choice after one year's service) may be used as a floating holiday. Floating holidays must be taken in the fiscal year accrued or be forfeited. Floating holidays will be accrued July 1 or the employee's first anniversary, whichever is later. All regular employees shall accrue twenty (20) hours floating holiday

leave, with a floating holiday consisting of eight (8) hours leave with pay, except for Part-time regular employees, who accrue and use floating holiday leave based upon the ratio of time worked compared to a full-time employee (FTE), as listed in the current fiscal year's budget book.

14.2 HOLIDAYS FALLING ON SATURDAY OR SUNDAY. When a holiday falls on Sunday, the following Monday will be observed as the holiday. When a holiday falls on Saturday, the preceding Friday will be observed as the holiday. For shift employees, the first day off in the calendar week will be considered as Saturday and the second day off, Sunday. Another day may be designated with the Department Head's approval.

14.3 HOLIDAYS FALLING DURING VACATIONS. If a holiday falls within a vacation period, it is not counted as part of the vacation allowance.