

ARTICLE 15 – HOLIDAYS

15.1 Paid Holidays. The following days are paid holidays for all eligible employees:

Holiday Schedule July 2015 – June 2017

HOLIDAY	2015-2016	2016-2017
Independence Day	July 3, 2015	July 4, 2016
Labor Day	Sept. 7, 2015	Sept. 5, 2016
Veterans Day	Nov. 11, 2015	Nov. 11, 2016
Thanksgiving Day	Nov. 26, 2015	Nov. 24, 2016
Native American Heritage Day	Nov. 27, 2015	Nov. 25, 2016
Christmas Day	Dec. 25, 2015	Dec. 26, 2016
Christmas Holiday*	Dec. 24, 2015	Dec. 27, 2016
New Year's Day	Jan. 1, 2016	Jan. 2, 2017
Martin Luther King Jr. Day	Jan. 18, 2016	Jan. 16, 2017
Memorial Day	May 30, 2016	May 29, 2017
*in lieu of Presidents' Day		

15.2 Holiday Pay. Eligible full-time employees will receive eight (8) hours of pay at their ordinary hourly rate for each holiday. Part-time employees will receive holiday pay on the same prorated basis that their monthly schedule bears to full-time employment.

15.2.1 Eligibility for Holiday Pay. Employees are eligible for holiday pay if they are in paid status for their full work shift on their regular scheduled work day preceding the holiday. In addition, cyclic employees who are scheduled to work less than a full month in a month in which a holiday falls will receive pay for the holiday if they were in paid status for their full work shift on their last scheduled work day preceding the holiday(s) in that month.

15.3 Hours Worked on a Holiday. In addition to holiday pay described in Section 15.2, employees required to work on a holiday will receive pay at their overtime rate for all hours worked on the holiday.

15.4 Alternate Schedules. Employees working alternate schedules who are normally scheduled to work more than eight (8) hours on a day observed as a holiday may use annual leave, compensatory time or leave without pay to make up the difference between the employee's normally scheduled shift and the eight (8) hours of holiday pay.

15.5 Holiday Observance.

15.5.1 When a holiday falls on the employee's scheduled work day, that day will be considered the holiday. When a holiday falls on the employee's scheduled day

off, he or she shall be paid holiday pay for the holiday. At the employee's option, prior to the regular scheduled holiday, the employee may request to take an alternate date as the holiday within the thirty (30) days following the scheduled holiday date. This request is to be in writing and submitted to the employee's supervisor. The alternate holiday date must be mutually agreed to by the employee and his/her supervisor, and will be taken on the employee's regularly scheduled workday. If the employee is unable to take the alternate date as the holiday, the employee will be paid holiday pay.

- 15.5.2 An employee whose scheduled shift begins on one day and ends on the next day may select the shift that begins on the holiday day or the shift that precedes the holiday as the holiday based on operational needs as determined by the University.

- 15.6 Personal Holiday. An employee may choose one (1) workday as a personal holiday during each calendar year if the employee has been continuously employed for at least four (4) months.

- 15.6.1 Personal Holiday Hours. Full-time employees shall receive eight (8) hours paid time off for a personal holiday. Part-time employees shall receive hours off on the same prorated basis their monthly schedule bears to full-time employment.

- 15.6.2 Selection of Personal Holiday. Employees shall make their Personal Holiday request to their supervisor at least seven (7) days in advance of the requested leave date. The supervisor may, at his or her discretion, permit a shorter request period. An Employee's request for Personal Holiday or the number of employees choosing a specific day off may be limited due to operational needs, staffing levels and/or if it will require the University to incur overtime.

- 15.6.3 Use of Personal Holiday. Personal Holidays may not be carried over into the next calendar year, however, if the selected personal holiday was denied due to the University's operations, the employee may use the personal holiday within the first sixty (60) days of the next calendar year.

- 15.6.4 Donation of Personal Holidays. Part or all of a personal holiday may be donated to another employee for shared leave as provided in Article 18, Shared Leave. Personal Holiday hours must be donated as full hours only. Any remaining portion of a personal holiday must be taken as one block of time.

- 15.7 Faith or Conscience Unpaid Holiday.

- 15.7.1 Employees are entitled to two (2) unpaid holidays per calendar year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

- 15.7.2 An employee must give at least fourteen (14) calendar days' written notice to the supervisor when requesting these unpaid holidays. However, supervisors may approve requests that are received without fourteen (14) days' notice
- 15.7.3 Employees will only be required to identify that the holiday request is for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.
- 15.7.4 The holiday will be granted, unless the employees' absence would impose an undue hardship on the University as defined by WAC 82.56 or the employee is necessary to maintain public safety. If an undue hardship exists, the supervisor will work with the employee to find an alternate date on which the employee can be released.