

**ARTICLE 16**  
**HOLIDAYS**

**16.1 HOLIDAYS**

A. All bargaining unit employees will be provided the paid holidays listed below:

Holiday Schedule July 2015 – June 2017

<b>HOLIDAY</b>	<b>2015-2016</b>	<b>2016-2017</b>
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

B. Employees will be paid at a straight time rate even though they do not work based on the following:

1. Employees who work a Regular work schedule, as defined in Article 6.1.C.1, will receive eight (8) hours of pay.
2. Employees required by the University to work an Alternate work schedule, as defined in Article 6.1.C.2, will receive pay equivalent to the employee's work shift. Employees working a voluntary Alternate work schedule will receive eight (8) hours pay and may take any combination of annual leave, earned compensatory time or leave without pay; or be allowed to change their schedule for the week to make up the hours.
3. Full-time, Nonscheduled employees, as defined in Article 6.1.C.3, will receive eight (8) hours pay.

C. Employees working less than full time will be paid on a pro-rated basis.

D. Permanent and probationary employees working twelve-month schedules or cyclic year position employees who work full monthly schedules through their work year will receive holiday pay if they were in pay status on the work day preceding the holiday.

- E. Cyclic year position employees scheduled to work less than full monthly schedules throughout their work year qualify for holiday compensation if they work or are in pay status on their last regularly scheduled working day preceding the holiday(s) in that month.
- F. When a holiday falls on the employee's scheduled work day, that day will be considered the holiday.
- G. When a holiday falls on the employee's regularly scheduled day off, the employee will be paid holiday pay for the holiday. At the employee's option, the employee may take an alternate date as the holiday the regular scheduled work day before the eligible holiday or within the next thirty (30) days following the scheduled holiday date. The alternate holiday date will 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, for any reason is unable to take the alternate date as the holiday, the employee will be paid holiday pay.
- H. Employees working a night shift schedule that begins on one calendar day and ends on the next calendar day may select the shift that begins on the holiday day or the regular scheduled work shift that precedes the holiday as the holiday based on operational needs as determined by the University.
- I. Employees who are required to work on a holiday will be paid at the overtime rate for hours worked in addition to the straight time pay in Section 16.1 above.

## **16.2 PERSONAL LEAVE DAY/PERSONAL HOLIDAY**

- A. Each employee may choose one (1) paid Personal Leave Day/Personal Holiday during each calendar year (January 1 – December 31) if the employee is expected to be employed for at least four (4) months.
- B. Personal Leave Day/Personal Holiday pay will be paid at the employee's straight time rate of pay.
- C. The Personal Leave Day/Personal Holiday will be pro-rated for less than full time employees, based on the percentage of appointment for the month during which the Personal Leave Day/Personal Holiday is used.
- D. The Personal Leave Day/Personal Holiday request will be made in writing to the employee's supervisor no less than fourteen (14) days prior to date for which the

Personal Leave Day/Personal Holiday is requested. The employee's supervisor may waive this requirement. The request to schedule the use of a Personal Leave Day/Personal Holiday will be made no later than November 1 of each calendar year. The University will issue a reminder of this requirement no later than October 10 of each year. The number of employees who take their Personal Leave Day/Personal Holiday at one time may be limited due to operational needs and/or due to staffing levels. If written approval or denial is not received within seven (7) days of the request, the request will be considered approved.

- E. The Personal Leave Day/Personal Holiday may not be carried over to the next calendar year except when an eligible employee's request to take his/her Personal Leave Day/Personal Holiday has been denied or canceled. The employee will attempt to reschedule his/her Personal Leave Day/Personal Holiday during the balance of the calendar year. If he/she is unable to reschedule the day, it will be carried over the next calendar year and used within the first sixty (60) days of the next calendar year.
- F. An employee may be authorized to use increments of his/her Personal Leave Day/Personal Holiday for family member emergency care.
- G. An employee may use his/her Personal Leave Day/Personal Holiday during a period of emergency closures/suspended operations. An employee must use Personal Leave Day/Personal Holiday time as a full day or shift.
- H. Personal Leave Day/Personal Holiday: Upon request, an employee will be approved to use part or all of the Personal Leave Day/Personal Holiday for the following types of leave:
  - The care of family members as required by the Family Care Act, WAC 296-130;
  - Leave as required by the Military Family Leave Act, RCW 49.77;
  - Leave as required by the Domestic Violence Leave Act, RCW 49.76.

### **16.3 FAITH OR CONSCIENCE UNPAID HOLIDAY**

- A. 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.

- B. An employee must give at least fourteen (14) calendar days' written notice to the supervisor when requesting these unpaid holidays. However, the employee and supervisor may agree upon a shorter time frame.
- C. 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.
- D. 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.