

ARTICLE 14 – HOLIDAYS

14.1 **Holiday Bank**

- A. Each officer shall be afforded eleven (11) floating holidays per year. As used in this Article, the year will be from July 1 through June 30. The officer may use the floating holidays with the Chief's permission, or have them paid-out during the year. Payment for any remaining holidays shall be included in the June 16-30 payroll and paid on the first payroll in July. Employees working a 4/10 work schedule who are hired or who terminate during the year shall receive pro-rata pay equal to 9.2 hours per full month of employment. Employees working a 5/8 work schedule who are hired or who terminate during the year shall receive pro-rata pay equal to 7.3 hours per full month of employment.
- B. During a fourteen (14) day twelve (12) hour shift work period, an employee that takes a holiday off during that work period will be charged for one (1) day of holiday leave. The maximum cash-out of floating holidays at the end of the fiscal year pursuant to Article 14.1 will not exceed ten (10) hours per unused floating holiday.
- C. Holidays as listed for the University shall be treated as regular days of work or rest and shall not result in additional compensation whether worked or not. There will be staffing of two (2) officers per shift on University Holidays unless more are designated by the Chief.
- D. In no case shall the number of holidays taken and the number of holidays paid exceed eleven (11) days per year, unless as otherwise provided in this Article. Any employee working a 4/10 work schedule who uses in excess of 9.2 hours per month of holiday time would be required to reimburse the University an amount equal to the employee's hourly rate of pay times the number of excess hours used upon resignation, retirement, or termination. Any employee working a 5/8 work schedule who uses in excess of 7.3 hours per month of holiday time would be required to reimburse the University an amount equal to the employee's hourly rate of pay times the number of excess hours used upon resignation, retirement, or termination.

14.2 **Personal Holidays:** An employee may select one (1) workdays as personal holidays during the calendar year if the employee has been or is scheduled to be continuously employed by the University for more than four (4) months.

- A. An employee who is scheduled to work less than six (6) continuous months over a period covering two (2) calendar years will receive only one (1) personal holiday during this period.
- B. The Employer will release the employee from work on the days selected as the personal holiday provided:

1. The employee has given at least fourteen (14) calendar days' written notice to the supervisor. However, the employee and supervisor may agree upon less notice, and
 2. The number of employees selecting a particular day off does not prevent the agency from providing continued public service.
- C. Personal holidays must be taken during the calendar year or the entitlement to the day will lapse, except that the entitlement will carry over to the following year when an otherwise qualified employee has requested a personal holiday within the last two months of the calendar year and the request has been denied.
- D. The Employer may establish qualifying policies for determining which of the requests for a particular date will or will not be granted when the number of requests for a personal holiday would impair operational necessity.
- E. Part-time employees who are employed during the month in which the personal holiday is taken will be compensated for the personal holiday in an amount proportionate to the time in pay status during the month to that required for full-time employment.
- F. A personal holiday for full-time employees will be equivalent to their work shift on the day selected for personal holiday absence.
- G. Part or all of a personal holiday may be donated as shared leave. Any portion of a personal holiday that remains will be taken by the employee in one absence, not to exceed the work shift on the day of the absence, subject to the request and approval as described in B, C, and D above.

14.3 **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 employee's 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.