

ARTICLE 10

HOLIDAYS

A. HOLIDAYS CELEBRATED

The University observes the following paid holidays:

| <u>HOLIDAY</u> | <u>CALENDAR DATE OF HOLIDAY</u> |
|------------------------|---------------------------------|
| New Year's Day | January 1 |
| Martin Luther King Day | Third Monday in January |
| President's Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Columbus Day | Second Monday in October |
| Veteran's Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Christmas Day | December 25 |

B. ELIGIBLE EMPLOYEES

Each employee who receives pay for his/her last scheduled work day immediately preceding the day the holiday is to be observed, shall be eligible for the benefits set forth in this Article.

C. AMOUNT OF HOLIDAY PAY

An eligible employee shall receive holiday pay in addition to any pay for work scheduled and performed on the holiday as follows:

1. Full-time - Eight (8) hours pay at the straight time rate of pay.
2. Part-time - The amount of hours for which such employee is regularly scheduled for the day on which the holiday is to be observed. If a holiday falls on an employee's scheduled day off, the employee will be scheduled a regular work day off within the same pay period at the employee's regular rate of pay. Such time must be noted as "holiday pay" on the employee's timesheet.

D. HOLIDAY ON LEAVE OF ABSENCE

An employee on unpaid leave of absence or layoff shall not receive holiday pay.

E. WORK ON THE HOLIDAY

The University reserves the right to require work on observed holidays at its discretion. An eligible employee working on an observed holiday shall be paid for the amount of time actually worked at one and one-half (1 1/2) his/her straight time rate of pay, in addition to the holiday pay awarded under this Article.

F. SUBSTITUTE HOLIDAYS

The University will develop a schedule each year which will allow for substitute holidays. Substitute holidays will be designated by the University in order to keep the University open on scheduled holidays in order to meet class requirements. Those holidays which may be substituted by the University include:

Martin Luther King Day
Columbus Day
President's Day

G. HOLIDAY SCHEDULES

Holiday schedules for full-time employees will be rotated among those who volunteer and are qualified to work. If there are not enough volunteers, then the least senior qualified employee within the department will be assigned. Any employee scheduled to work by volunteering or by assignment, and who does not report to work the holiday, shall forfeit holiday pay as defined in this Article.