

**ARTICLE 16
HOLIDAYS**

16.1 HOLIDAYS

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

HOLIDAY	2019-2020	2020-2021
Independence Day	July 4, 2019	July 3, 2020
Labor Day	September 2, 2019	September 7, 2020
Veterans Day	November 11, 2019	November 11, 2020
Thanksgiving Day	November 28, 2019	November 26, 2020
Native American Heritage Day	November 29, 2019	November 27, 2020
Christmas Day	December 25, 2019	December 25, 2020
Christmas Holiday*	December 26, 2019	December 24, 2020
New Year's Day	January 1, 2020	January 2, 2021
Martin Luther King Jr. Day	January 20, 2020	January 18, 2021
Memorial Day	May 25, 2020	May 31, 2021

*in lieu of Presidents' Day

- A. Employees will be paid at a straight time rate for regular assigned shift hours even though they do not work based on the following:
 1. Full-time employees receive eight (8) hours of regular Holiday Pay per holiday. Any differences between the scheduled shift for the day and eight (8) hours may be adjusted by use of Annual Leave, use of accumulation of Compensatory Time as appropriate, or Leave Without Pay.
 2. Less than full-time employees receive Holiday Pay on a pro-rated basis.
- B. Permanent and probationary employees working twelve-month schedules through their work year will receive Holiday Pay if they were in full pay status on the work day preceding the holiday.
- C. When a holiday falls on the employee's scheduled work day, that day will

be considered the holiday.

- D. 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 on 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 their 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.
- E. 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 proceeds the holiday as the holiday based on operational needs as determined by the University.
- F. 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.A above.

16.2 PERSONAL HOLIDAY

- A. Each employee may choose one (1) paid Personal Holiday during each calendar year (January 1 – December 31).
- B. Personal Holiday pay will be paid at the employee's straight time rate of pay. Full-time employees receive eight (8) hours of regular holiday pay on a Personal Holiday. Any differences between the scheduled shift for the day and eight (8) hours may be adjusted by use of Annual Leave, Compensatory Time as appropriate, or Leave Without Pay.
- C. The 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 Holiday is used.
- D. The Personal Holiday request will be made in writing to the employee's supervisor no less than seven (7) days prior to date for which the Personal Holiday is requested. The employee's supervisor may waive this requirement if business operations are not impacted. The request to schedule the use of a Personal Holiday will be made no later than December 1 of each calendar year. The number of

employees who take their Personal Holiday at one time may be limited due to operational needs and/or due to staffing levels. Requests may be denied based on operational necessity.

- E. The Personal Holiday may not be carried over to the next calendar year except when an eligible employee's request to take their Personal Holiday has been denied or canceled. The employee will attempt to reschedule their Personal Holiday during the balance of the calendar year. If the Employee 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 their Personal Holiday for family member emergency care.
- G. An employee may use their Personal Holiday during a period of emergency closures, suspended operations or reduced operations. An employee must use Personal Holiday time as a full day or shift.
- H. Personal Holiday: Upon request, an employee will be approved to use part or all of the Personal Holiday for the following types of leave:
 1. The care of family members as required by the Family Care Act, WAC 296-130;
 2. Leave as required by the Military Family Leave Act, RCW 49.77;
 3. 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 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.