

**Article 20
PAID HOLIDAYS**

A. Designated Holidays. For the following holidays, permanent and limited term full time unit employees shall be allowed eight (8) hours paid absence from work. Permanent and limited term unit employees who work less than full time shall be allowed paid absence from work in proportion to their average hours in pay status for the previous six (6) pay periods:

<u>Day</u>	<u>Observance</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
Veteran's Day	November 11
Election Day	(General Election Day In Even Numbered Years)
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Eve Day	December 24
Christmas Day	December 25
New Year's Eve Day	December 31

Paid Personal Leave Days credited on October 1, of each year (to be used in same manner as annual leave Article 21, Section F).

B. Observance.

1. Holiday observance shall be in accordance with the schedule in Section A except as follows:
 - a. A holiday that falls on Saturday shall be observed on the preceding Friday. A holiday that falls on Sunday shall be observed on the following Monday.
 - b. When Christmas Eve or New Year's Eve falls on Friday, the holiday shall be observed on the preceding Thursday. When Christmas Eve or New Year's Eve falls on Sunday, the holiday shall be observed on the preceding Friday.
2. Equivalent provisions for time off for holidays falling outside the scheduled work week shall be made for unit employees working other than a Monday through Friday schedule.

C. Eligibility.

1. Permanent and limited term unit employees, regardless of their work schedule, qualify for paid holiday absence by being in full pay status on:

- a. Their last scheduled work day immediately preceding the holiday and their first scheduled workday following the holiday when both days fall within the same biweekly work period; or,
- b. Their last scheduled work day immediately preceding the holiday when the holiday occurs or is observed on the last scheduled work day of the biweekly work period; or when the holiday occurs or is observed on the last day of the month in which the employee is retiring; or,
- c. Their first scheduled work day following the holiday when the holiday occurs or is observed on the first scheduled work day of the biweekly work period.
 - (1) A newly hired unit employee shall not qualify for paid holiday absence for a holiday occurring or observed on the first scheduled work day(s) of the initial biweekly work period.
 - (2) A continuing unit employee returning from layoff or leave of absence, whose first scheduled workday is the day after a holiday, shall qualify for paid holiday absence for the holiday.
- d. The holiday itself, as demonstrated by actually working on the holiday.

D. Work on a Holiday.

- 1. The Employer may require unit employees to work on a paid holiday. The Employer specifically reserves the sole discretion to schedule or not schedule unit employees on a paid holiday.
- 2. If it is determined that bargaining unit work is necessary for any contract holiday, the Employer shall first seek qualified volunteers from the affected work unit from among the employees who normally perform the work. When the Employer schedules bargaining unit employees to work on a holiday and there are not enough volunteers to work a specific day, assignments are made to bargaining unit employees, who normally perform the work in the affected work unit, based on inverse seniority. Once the least senior bargaining unit employee has worked a holiday, they will not be assigned to work a holiday again until all bargaining unit employees, who normally perform the work in the affected work unit, have been assigned a holiday on an inverse seniority basis.

In the Department of Environmental Quality, work on a holiday will continue in accordance with current practice.

- 3. Payment for work on a holiday shall be in accordance with Article 19, "Hours of Work and Overtime".

4. A unit employee required to work on a holiday, may upon mutual agreement with the Appointing Authority, take another day in the same biweekly work period as a holiday.