

3014.            ADMINISTRATIVE REGULATIONS ON HOLIDAY PAY

3014.1        The Administrative Dean, Human Resources, shall be responsible for administering this regulation.

3014.2        An administrator, manager/supervisor, confidential or classified monthly employee shall receive full pay for holidays if he or she is on paid status the day before or the day after such holidays with the following exceptions:

- A.    An employee will not receive pay for a holiday which immediately follows that employee's last day of service prior to an extended leave of absence or termination.
- B.    New employees whose first day of employment immediately follows a holiday shall not be granted pay for that holiday.

3014.3        No holidays shall be charged against the employee's cumulative vacation or sick leave or charged against the one hundred working days of statutory sick leave allowed under the provisions of the Education Code.

3014.4        Substitute holiday for management/supervisory, confidential and classified monthly employees:

- A.    If an employee is scheduled for a work week other than Monday through Friday (including four (4) day, ten (10) hour and 9-80 work week) and as a result loses a holiday, the employee is to be given a substitute holiday. The substitute holiday would be the Thursday preceding the Friday holiday. If Thursday is also a holiday, Wednesday would be designated as the holiday. Monday holidays would have the preceding Friday designated as a substitute holiday.
- B.    For employees with less than 100% assignments, the District shall provide a substitute holiday of the same percentage or provide compensation in the amount to which the employee would have been entitled had the holiday fallen within his or her normal work schedule.
- C.    The Human Resources Office will notify the employee and supervisor of the dates of the substitute holiday for affected employees at the beginning of each fiscal year.

3014.5        Temporary (academic hourly) pay:

- A.    Temporary staff members will be paid for holidays that fall on their normally scheduled work days.
- B.    If temporary staff members are scheduled for Mondays through the end of the spring semester, they will be paid for the Memorial Day holiday evening classes even if their final exam is scheduled for the preceding Monday.

- C. The Fourth of July is considered as a non-instruction (non-paid) holiday for this classification of employee.
- D. Classes will not be held during the weeks of Spring or Winter recess, and the temporary staff will not receive any pay for that period.

3014.6

Weekend Classes:

- A. Classes will not be held during the weekend immediately following the Spring recess, and the temporary staff will not receive any pay for that period. Classes will be held on the weekend prior to Winter recess; however, classes will not be held nor will the temporary staff receive any pay for any of the weekends included in the Winter recess.
- B. Whenever a holiday falls on a Saturday or Sunday, the classes on that day will be canceled, and the temporary staff will be paid.
- C. Both Saturday and Sunday classes will be canceled and the temporary staff paid for the classes scheduled during the weekend following Thanksgiving.
- D. If a holiday falls on a Friday, classes scheduled for the following Saturday will be canceled, and the temporary staff will be paid for that Saturday. The Sunday classes will be held.
- E. If a holiday falls on Monday, classes scheduled for the previous Sunday will be canceled, and the temporary staff will be paid for that Sunday. The Saturday classes will be held.

3014.7

Classified hourly temporary employees (LTE'S) are paid for declared holidays upon which they were normally scheduled to work.

- A. An LTE will not receive pay for a holiday which immediately follows his/her last day of service.
- B. New employees will not receive pay for a holiday immediately preceding their first day of employment.