Title: Holidays
Adoption Date: September 24, 2013
Responsible Office: Human Resources
Policy Reference: Education Code Section 79020

Procedures regarding holidays for bargaining unit classified employees shall be found in the California School Employees Association Chapter 581 Bargaining Agreement.

Non-bargaining classified employees and classified administrators assigned to work twelve months per year will be paid for and will not be required to work on the following holidays provided they are in paid status during any portion of the working day immediately preceding or succeeding the holiday.

January 1           New Year’s Day
Third Monday in January Martin Luther King Day
February
(specific date to be selected from options provided by the Chancellor’s Office)
Third Monday in February Washington Day
Last Monday in May Memorial Day
July 4
(or an alternate date if the 4th is on a Saturday or Sunday)
First Monday in September Labor Day
November
(specific date to be selected from options provided by the Chancellor’s Office)
Last Thursday in November Thanksgiving Day
*Admission Day In lieu, Friday following Thanksgiving
December 24 Christmas Eve
December 25 Christmas
December 31 New Year’s Eve

Three days between December 25 and January 2 (when Christmas falls on a Saturday or Sunday, the third day will be on January 2) Winter Break Holiday
Any day appointed by the President or Governor of California (EC 88203)

*An alternate day may be designated by the Board of Trustees. The college calendar is developed by the Student Learning Office and must be agreed upon by the Academic Senate. The calendar is ultimately approved by the Board of Trustees.