

## 2012 HOLIDAY SCHEDULE

The following schedule indicates hours needed to cover campus closures and Holiday Credit/Holiday Alternate Day Off earned by those employees who are on compressed work schedules:

Date	Day	Holiday	Campus Status	4/40 (Mon - Thu)		4/40 (Tue - Fri)		4/9/4 (Mon - Fri)		4/9/4 (Mon - Fri)	
				Earned	Owed	Earned	Owed	Earned	Owed	Earned	Owed
								(Friday, half day)		(Monday, half day)	
01/02/12	Mon	New Year's Day	Closed			+ 10*				+ 4*	
01/16/12	Mon	MLK Day	Closed			+ 10*				+ 4*	
03/30/12	Fri	C. Chávez Day	Closed	+10*				+ 4*			
05/28/12	Mon	Memorial Day	Closed			+ 10*				+ 4*	
07/04/12	Wed	Independence	Closed								
09/03/12	Mon	Labor Day	Closed			+10*				+ 4*	
11/12/12	Mon	Veterans Day	Closed			+10*				+ 4*	
11/22/12	Thu	Thanksgiving	Closed								
11/23/12	Fri	Presidents' Day	Closed	+10*				+ 4*			
12/24/12	Mon	Vac,PH,HC or CTO	Closed	ALL EMPLOYEES (EXCEPT R08 & 9/80 SCHEDULE) CONVERTED TO 5/40 SCHEDULE							
12/25/12	Tue	Christmas Day	Closed	ALL EMPLOYEES (EXCEPT R08 & 9/80 SCHEDULE) CONVERTED TO 5/40 SCHEDULE							
12/26/12	Wed	Lincoln's Birthday	Closed	ALL EMPLOYEES (EXCEPT R08 & 9/80 SCHEDULE) CONVERTED TO 5/40 SCHEDULE							
12/27/12	Thu	Admission Day	Closed	ALL EMPLOYEES (EXCEPT R08 & 9/80 SCHEDULE) CONVERTED TO 5/40 SCHEDULE							
12/28/12	Fri	Columbus Day	Closed	ALL EMPLOYEES (EXCEPT R08 & 9/80 SCHEDULE) CONVERTED TO 5/40 SCHEDULE							

### Employees on a 5/40 (Monday through Friday) schedule do not earn Holiday Credit/Alternate Day Off

Total for CSUEU, SETC, and SUPA	+ 20	+ 50	+8	+ 20
<b>Total for APC, ONLY:</b>	+ 20	+ 50	+8	+ 20

**IN ORDER TO CLOSE THE CAMPUS FOR THE ENTIRE WEEK OF DECEMBER 24 THROUGH DECEMBER 28, IT WILL BE NECESSARY FOR EMPLOYEES TO USE THEIR PERSONAL HOLIDAY, VACATION, HOLIDAY ADO, HC OR CTO ON DECEMBER 24, 2012.**

\* Holiday ADO pertains to Bargaining Units 2, 5, 7 and 9 (CSUEU), 4 (APC) and 6 (Trades). The number of hours of the Holiday ADO cannot be split; it **MUST** be used in one day increments equal to their normally scheduled work day.

Bargaining Units 1 (UAPD) earn Holiday Credit and 8 (SUPA) employees earn Holiday Time Off according to their work schedule.

**Note: Holiday Credit (HC)/Holiday Alternate Day Off (ADO) may not be used before it is earned. Employees in CSUEU bargaining units MUST use their earned holiday ADO within 180 days after the holiday was observed. Employees in bargaining units 4 and 6 MUST use their earned holiday ADO within 90 days after the holiday was observed. Employees in bargaining unit 8 (SUPA) must use earned holiday time off within ONE year (see MOU for additional details).**

**In addition, each employee is entitled to a personal holiday, which must be taken in ONE increment prior to 12/31/12.**

**Refer to the Bargaining Unit Contract for determining whether or not an employee whose work schedule other than 5/40 is required to charge the difference in hours to vacation, CTO, or leave without pay on the day a holiday is observed.**