

## 2023 HOLIDAY CREDIT AND ADO 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) Earned	4/40 (Tue - Fri) Earned
01/02/23	Mon	New Year's Day observed	Closed		+10
01/16/23	Mon	Martin Luther King Jr Day	Closed		+10
03/31/23	Fri	Cesar Chavez Day	Closed	+10	
05/29/23	Mon	Memorial Day	Closed		+10
06/19/23	Mon	Juneteenth	Closed	+10	
07/04/23	Tue	Independence Day	Closed		
09/04/23	Mon	Labor Day	Closed		+10
11/10/23	Fri	Veterans Day observed	Closed	+10	
11/23/23	Thu	Thanksgiving Day	Closed		
11/24/23	Fri	Presidents' Day observed	Closed	+10	
12/25/23	Mon	Christmas Day	Closed	ALL EMPLOYEES (EXCEPT R08, 9/80, and 3/12 schedule) CONVERT TO 5/40 SCHEDULE	
12/26/23	Tue	Lincoln's Birthday observed	Closed	ALL EMPLOYEES (EXCEPT R08, 9/80, and 3/12 schedule) CONVERT TO 5/40 SCHEDULE	
12/27/23	Wed	Admission Day observed	Closed	ALL EMPLOYEES (EXCEPT R08, 9/80, and 3/12 schedule) CONVERT TO 5/40 SCHEDULE	
12/28/23	Thu	Columbus Day observed	Closed	ALL EMPLOYEES (EXCEPT R08, 9/80, and 3/12 schedule) CONVERT TO 5/40 SCHEDULE	
12/29/23	Fri	VAC, PH, ADO, HC, or CTO	Closed	ALL EMPLOYEES (EXCEPT R08, 9/80, and 3/12 schedule) CONVERT TO 5/40 SCHEDULE	
<b>Total ADO for CSUEU, SETC, APC, and SUPA (HC):</b>				+40	+40

**IN ORDER TO CLOSE THE CAMPUS THE WEEK OF DECEMBER 25TH THROUGH DECEMBER 29TH, IT WILL BE NECESSARY FOR EMPLOYEES TO USE THEIR PERSONAL HOLIDAY, VACATION, HOLIDAY ALTERNATE DAY OFF (ADO), HOLIDAY CREDIT (HC), OR COMPENSATORY TIME OFF (CTO) ON DECEMBER 29, 2023.**

Holiday ADO pertains to Bargaining Units 2, 5, 7, and 9 (CSUEU), 4 (APC,) and 6 (Trades). Holiday ADO must be taken in a full day increment.

Bargaining Unit 8 (SUPA) employees earn holiday time off in an amount equal to their normal work day.

**Note:** ADO and HC may not be used before it is earned. For CSUEU represented employees, this holiday must be used on the employee's next work day, subject to the operational needs of the campus, or within one hundred and eighty (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 must use earned holiday time off within one year (see MOU for additional details).

In addition, eligible employees are entitled to a personal holiday, which must be taken prior to December 31, 2023.

Refer to the Collective Bargaining Agreement to determine 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.