AP 7230-2 Confidential Employees – Holidays

Reference:
Education Code Sections 79020 and 79021

1.0 **Holiday Calendar**: Confidential employees will be paid for the holidays listed below, provided they were in paid status during any portion of the working day immediately preceding or succeeding the holiday.

New Year's Day
Martin Luther King Day
Lunar New Year
President's Day
Farmworkers Day
Spring Holiday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Friday after Thanksgiving
Day Preceding Christmas Day
Christmas Day
Three Days between Christmas Day and New Year's Eve
Day Preceding New Year's Day

2.0 **Holidays on Saturday and Sunday**: When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on Sunday, the following workday not a holiday shall be deemed to be that holiday. The operation of this section shall not cause any confidential employee to lose any of the designated holidays.

3.0 Confidential employees who are not normally assigned to duty during the winter and spring recesses shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

4.0 **Holiday Pay Computation**:

4.1 Holidays for confidential employees who are employed full-time (100%) shall be compensated on the basis of an eight (8) hour workday at the employee's rate of pay in effect at the time of the holiday.

4.2 Holiday compensation for confidential employees who are employed less than full- time shall be prorated by the percentage of employment.

4.3 For those confidential employees who are assigned to work ten-hour days, if the Juneteenth holiday or the Independence Day holiday falls on a ten (10) hour workday, that day becomes a ten (10) hour paid holiday. For those confidential employees who work less than a ten-hour day and those on the alternative

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schedule who do not have sufficient accrued vacation time to comply with this provision may be advanced two (2) hours of vacation leave which shall be deducted from future vacation accrual or may elect to take two (2) hours of unpaid leave.

See Board Policy and Administrative Procedure 4010, Academic Calendar

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