

Article XX: Holidays

Section 1. Paid Holidays

1.1 The following days are paid holidays. Eligible ESEs will receive four (4) hours of pay at their straight time rate for each holiday. Part-time employees will receive holiday pay on the same prorated basis that their monthly schedule bears to full-time employment.

- A. New Years Day
- B. Martin Luther King, Jr. Day
- C. Presidents' Day
- D. Memorial Day
- E. Juneteenth
- F. Independence Day
- G. Labor Day
- H. Veterans' Day
- I. Thanksgiving Day
- J. Native American Heritage Day
- K. Christmas Eve
- L. Christmas Day
- M. Any other WWU established holidays

1.2 Holiday Observance

1.2.1 When a holiday falls on the employee's scheduled workday, that day will be considered the holiday. When a holiday falls on the employee's scheduled day off, the employee shall receive the equivalent time off.

1.2.2 Holidays that fall on a Saturday will be observed on the preceding Friday. Holidays that fall on a Sunday will be observed on the following Monday.

1.3 Eligibility for Holiday Pay

Employees are eligible for holiday pay if they are employed on the regular business day preceding the holiday. Employees whose employment is terminated immediately prior to a holiday are not entitled to holiday pay

1.4 Alternate Schedules

Employees working alternate schedules who are normally scheduled to work more than four (4) hours on a day observed as a holiday may use vacation leave,

compensatory time or leave without pay to make up the difference between the employee's normally scheduled shift and the four (4) hours of holiday pay.

1.5 Hours Worked on a Holiday

In addition to holiday pay described in Section 1.1, employees required to work on a holiday will receive the pay at one and a half (1 ½) times the rate for all hours worked on the holiday.

Section 2. Personal holidays

2.2 Personal Holiday Accrual

Employees at 50% FTE / 20 hours per week shall receive four (4) hours off per year for a personal holiday. Other employees shall receive paid hours off on the same prorated basis their monthly schedule bears to 50% FTE employment.

2.3 Personal Holiday Restrictions

Personal holidays may not be carried over into the next calendar year and will not be cashed out under any circumstances. However, if the selected personal holiday was denied due to the Employer's operations, the employee may use the personal holiday by March 31 of the next year (giving them up to three (3) months).

2.4 Personal Holiday may also be used for:

1. The care of family members as required by the Family Care Act, WAC- 296.
2. Leave as required by the Military Family Leave Act, RCW 49.77 and in accordance with Article 23.6.
3. Leave as required by the Domestic Violence Leave Act.
4. At their election, employees may use the Personal Holiday in place of or in addition to sick leave

Section 3.

The University recognizes that there are religious holidays that are not currently WWU holidays. The University shall make every good faith effort to accommodate an ESE who wishes to observe other recognized religious holidays.