SEIU Local 1021/CAWU counter to California Academy of Sciences
February 27, 2025

HOLIDAYS

The Academy provides 14 paid holidays per year (which includes four (4) floating holidays) for benefit-eligible employees.

On-call employees who work on any of the following holidays will receive time and a half for all hours worked.

The Academy observes the following holidays each year:

New Year's Day
Martin Luther King Jr.'s Birthday
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

If a holiday falls on a Saturday, employees will receive the preceding Friday off. If a holiday falls on a Sunday, the following Monday will be the recognized holiday.

FLOATING HOLIDAYS

- Regular employees receive ~~four (4)~~ **six (6)** paid floating holidays in a calendar year. , **plus one each on January 1 and July 1**January 1
- April 1
- July 1
- October 1

The floating holidays for part-time employees are prorated. For example, an employee who works a three-day workweek will receive 60% of a regular workday's pay for the day taken as a floating holiday.

Floating holidays may be taken, with the immediate supervisor's approval, at any time during the calendar year. The maximum accrual balance (cap) for floating holidays is 32 hours. Once this cap is reached, the employee stops accruing floating holidays until the employee has taken floating holiday time off, which brings the balance below the cap. Floating holidays not taken at the time of an employee's separation will be paid at that time.

WORK ON A HOLIDAY

Employees may request not to work the holiday and such requests will be granted in seniority order or by other means mutually agreed upon among the employees in the same department.

Exempt Employees

Exempt employees who work on a designated Academy holiday will receive an alternative day off. This day off in lieu of the holiday must be approved by the Academy for a time that is convenient for the Academy and the employee.

Full-time and part-time Non-Exempt Employees

Full-time and part-time non-exempt employees who work on a designated Academy holiday will receive regular holiday pay (straight time) for hours worked, and in addition may choose either:

Additional time and a half pay for all hours worked, or

A compensatory paid holiday on an alternate day, taken during the same pay period or as soon as possible. The alternate day off must be approved by the Academy in advance and be a convenient time for the Academy and the employee.

If the actual holiday falls on a Saturday or Sunday, regular non-exempt employees who work that day will receive time and a half pay for all hours worked.

If an Academy holiday occurs on a regular employee's day off, they will be scheduled for a compensatory paid holiday on an alternate day scheduled by mutual agreement.

In the instance when the designated Academy holiday falls on a different day than the actual holiday, and a non-exempt employee who is regularly scheduled to work both days takes the actual holiday off and works the designated Academy holiday, the employee has the following options:

Receive no holiday pay for the actual holiday, then regular pay plus time and a half pay for all hours worked on the designated holiday, or
Receive straight holiday pay for the actual holiday and regular (straight time) pay for the designated holiday.

If an employee is not required to work a designated Academy holiday, but chooses to do so, the employee must take a compensatory paid holiday on an alternate day, taken during the same pay period or as soon as possible. The alternate day off must be approved by the Academy in advance and be a convenient time for the Academy and the employee. Holiday pay will be prorated for part-time employees.

HOLIDAY DURING VACATION

If an observed holiday occurs during a vacation, it will be counted as a holiday rather than as a vacation day.