

**CHAPTER 7: HUMAN RESOURCES
ADMINISTRATIVE PROCEDURE NO.: 7342**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Holidays

Adoption Date: September 24, 2013

Responsible Office: Human Resources

Policy Reference: Education Code Section 79020

Procedures regarding holidays for bargaining unit classified employees shall be found in the California School Employees Association Chapter 581 Bargaining Agreement.

Non-bargaining classified employees and classified administrators assigned to work twelve months per year will be paid for and will not be required to work on the following holidays provided they are in paid status during any portion of the working day immediately preceding or succeeding the holiday.

January 1	New Year's Day
Third Monday in January	Martin Luther King Day
February <i>(specific date to be selected from options provided by the Chancellor's Office)</i>	Lincoln Day
Third Monday in February	Washington Day
Last Monday in May	Memorial Day
July 4 <i>(or an alternate date if the 4th is on a Saturday or Sunday)</i>	Independence Day
First Monday in September	Labor Day
November <i>(specific date to be selected from options provided by the Chancellor's Office)</i>	Veteran's Day
Last Thursday in November	Thanksgiving Day
*Admission Day	In lieu, Friday following Thanksgiving
December 24	Christmas Eve
December 25	Christmas
December 31	New Year's Eve
Three days between December 25 and January 2 <i>(when Christmas falls on a Saturday or Sunday, the third day will be on January 2)</i>	Winter Break Holiday

Any day appointed by the President or Governor of California (EC 88203)

*An alternate day may be designated by the Board of Trustees. The college calendar is developed by the Student Learning Office and must be agreed upon by the Academic Senate. The calendar is ultimately approved by the Board of Trustees.