

Human Resources

BP 7342 HOLIDAYS

Reference(s):

Education Code Sections 79020 and 88203

All management personnel shall be allowed specified holidays with pay during a fiscal year; the holidays shall be determined by the board of trustees in accordance with the Education Code and shall coincide with the holidays provided in the service calendar for classified professionals and the academic calendar adopted by the board of trustees. Each manager shall be entitled to those holidays that fall within his/her/their dates of employment each fiscal year.

Holidays for confidential and supervisory employees will be determined annually by the Board of Trustees and included in the service calendar for classified professionals.

Floating Holidays

Each confidential/supervisory employee with permanent status shall be entitled to two (2) floating holidays per fiscal year. Employees must inform his/her/their immediate supervisor at least three (3) days in advance. The holiday will be taken upon mutual consent of the unit member and his/her/their supervisor.

Also see BP/AP 4010 titled Academic Calendar.

Adopted: July 21, 2015

Board Reviewed: April 21, 2026