2022 HOLIDAY CREDIT AND ADO SCHEDULE

The following schedule indicates hours needed to cover campus closures and Holiday Credit/Holiday Alternate Day Off earned by those employees who are on compressed work schedules:

			Campus	4/40 (Mon - Thu)	4/40 (Tue - Fri)
Date	**Day**	**Holiday**	**Status**	**Earned**	**Earned**
01/17/22	Mon	Martin Luther King Jr. Day	Closed		+10
03/31/22	Thu	César Chávez Day	Closed		
05/30/22	Mon	Memorial Day	Closed		+10
07/04/22	Mon	Independence Day observed	Closed		+10
09/05/22	Mon	Labor Day	Closed		+10
11/11/22	Fri	Veterans Day	Closed	+10	
11/24/22	Thu	Thanksgiving Day	Closed		
11/25/22	Fri	Presidents' Day observed	Closed	+10	
12/26/22	Mon	Christmas Day observed	Closed	ALL EMPLOYEES (EXCEPT R08 and 9/80 schedule) CONVERT TO 5/40 SCHEDULE	
12/27/22	Tue	Lincoln's Birthday observed	Closed	ALL EMPLOYEES (EXCEPT R08 and 9/80 schedule) CONVERT TO 5/40 SCHEDULE	
12/28/22	Wed	Admission Day observed	Closed	ALL EMPLOYEES (EXCEPT R08 and 9/80 schedule) CONVERT TO 5/40 SCHEDULE	
12/29/22	Thu	Columbus Day observed	Closed	ALL EMPLOYEES (EXCEPT R08 and 9/80 schedule) CONVERT TO 5/40 SCHEDULE	
12/30/22	Fri	VAC, PH, ADO, HC, or CTO	Closed	ALL EMPLOYEES (EXCEPT R08 and 9/80 schedule) CONVERT TO 5/40 SCHEDULE	

Total ADO for CSUEU, SETC, APC, and SUPA:	+20	+40

IN ORDER TO CLOSE THE CAMPUS THE WEEK OF DECEMBER 26TH THROUGH DECEMBER 30TH, IT WILL BE NECESSARY FOR EMPLOYEES TO USE THEIR PERSONAL HOLIDAY, VACATION, HOLIDAY ALTERNATE DAY OFF (ADO), HOLIDAY CREDIT (HC) OR COMPENSATORY TIME OFF (CTO) ON DECEMBER 30, 2022.

Holiday ADO pertains to Bargaining Units 2, 5, 7 and 9 (CSUEU), 4 (APC) and 6 (Trades). Holiday ADO must be taken in a full day increment.

Bargaining Unit 8 (SUPA) employees earn holiday time off in an amount equal to their normal work day.

Note: ADO and HC may not be used before it is earned. For CSUEU represented employees, this holiday must be used on the employee's next work day, subject to the operational needs of the campus, or within one hundred and eighty (180) days after the holiday was observed. Employees in Bargaining Units 4 and 6 must use their earned holiday ADO within 90 days after the holiday was observed. Employees in Bargaining Unit 8 must use earned holiday time off within one year (see MOU for additional details).

In addition, eligible employees are entitled to a personal holiday, which must be taken prior to December 31, 2022.

Refer to the Collective Bargaining Agreement to determine whether or not an employee whose work schedule (other than 5/40) is required to charge the difference in hours to vacation, CTO, or leave without pay on the day a holiday is observed.