

---

SERVICE:	Certificated
ISSUED BY:	Pers. Research (8-27-15)
REPLACES:	PG: B 2 (3-4-08)
REFERENCE:	District-UTLA Collective Bargaining Agreement, Articles XVII, Sections 1-3, XIX, 1.0 (d), 2.0, and XX, 7.0 (d); District-AALA Collective Bargaining Agreement, Article XIII, Sections 1-2; Education Code Section 3722; and Board Rule 1101.
CHANGES:	Replaced Presidents Day with Washington Day for consistency with Bargaining Agreements and Board Rule 1101. Minor revisions to remove unused Bases.

---

1. Authorized Paid Holidays.

New Year's Day  
Dr. Martin Luther King, Jr. Day  
Lincoln Day  
Washington Day  
Memorial Day  
Independence Day  
Admission Day\*  
Labor Day  
Veterans Day  
Thanksgiving Day  
Friday following Thanksgiving  
Christmas Day

- a. A Basis. Holidays listed above which fall within the assignment period and any other holidays or excused days declared by the Board or Superintendent to apply to these employees.
- b. Z Basis. Certificated employees assigned on Z Basis receive certain benefits pursuant to the District's collective bargaining agreements with UTLA and AALA.
  1. A holiday occurring within the summer session or multi-track intersession Z Basis assignment is unassigned and unpaid, unless the employee is paid for the holiday as part of the regular, basic assignment, e.g., Martin Luther King, Jr. Day.
  2. A holiday occurring within the Z Basis assignment of an employee performing regular duties is paid, provided the holiday does not begin or end the Z Basis assignment, and provided the holiday is not designated as a furlough day.
- c. B, D, and E Assignment Bases. Holidays listed above and any school holidays or excused days declared by the Board or Superintendent that fall within the assigned days (does not include Independence Day).
- d. C Basis. Holidays listed above and any school holidays or excused days declared by the Board or Superintendent that fall within the assigned days (does not include Independence Day, Admission Day, or Labor Day).
- e. X Basis. No holiday benefits are provided, except those mandated by law, e.g., bereavement, industrial injury.

\*The Board may declare Admission Day as a work day and the Superintendent may declare certain excused time as work time for employees assigned to year-round schools and for other staff required in support of such schools.

## Benefits - Holidays

B 2 (8-27-15)

2. Eligibility for Holiday Pay (Not X or Z Basis). An employee shall receive pay in a regular assignment (or in an assignment in lieu of the employee's regular assignment as a temporary adviser, acting employee, or as a substitute in a higher class than that of the regular assignment) for holidays, as specified above, subject to the following conditions and exceptions:
  - a. If the holiday is one of the employee's regularly assigned days (including paid and unpaid absence) and,
  - b. If the employee has been in paid status during any portion of either the last working day of the assignment preceding the holiday or during any portion of the first working day of the assignment following the holiday, provided that an employee on a military leave of absence entitled to compensation under the District-UTLA Agreement, Article XII, 18.2/District - AALA Agreement, Article XI, 8.0 (b) shall receive pay for only the portion of the holiday period needed to meet the total time for which compensation is required by law.
  - c. If the first day of the employee's assignment basis is a holiday and the employee has been in paid status during any portion of the next following working day; or
  - d. If the last day of the employee's assignment basis is a holiday and the employee has been in paid status during any portion of the last working day preceding the holiday.
  - e. Adult Education employees may combine hours in different classifications in order to qualify for holiday pay as follows: No pay for a holiday period exceeding two (2) days shall be allowed an hourly rate employee assigned for a total of 40 hours or less per month in one or more class codes except in the following case: If a winter holiday period exceeds ten days and January 1 falls on Sunday or Monday, such employee, if regularly assigned on Monday, shall receive holiday pay for the number of hours assigned on Monday, January 1 or Monday, January 2 (Effective 7-1-01).
3. Substitute Employees. Substitute employees (including extended day-to-day substitutes) do not receive holiday pay. However, substitutes serving in place of Preparation Salary Table employees do receive a "continuity rate increase" and compensation for "paid non-working days" folded-in to the substitute rates pursuant to the conditions and limitations set forth in the District-UTLA Agreement, Article XIX, Sections 1.0 (d) and 2.0. This section is not applicable to contract employees who are temporarily on leave to serve as a substitute in a higher class, e.g., management class, senior school psychologist, etc. Such employees shall receive the rate of pay for the higher class in accordance with the UTLA Agreement, Article XIV, Section 9.0, and holiday and illness benefits shall be received on the same basis as a contract employee.