



**Policy**

**7342           Holidays**

Holidays shall be determined in accordance with the Education Code and shall coincide with the academic calendar adopted by the Board of Trustees. Each employee of the District shall be entitled to those holidays that fall within their dates of employment each fiscal year.

**Cross References (see also):**

YCCD Policy 4010 – Academic Calendars

**References:**

**Adopted:** July 13, 2022

**Revision Adopted:** May 10, 2023

**Last Reviewed:** ~~July 13, 2022~~, May 10, 2023

## Administrative Procedure

### 7342 Holidays

The District provides holidays to staff in accordance to Education Code and as agreed upon through collective bargaining. The holidays provided by the District are:

1. New Year's Day
2. Martin Luther King Jr.'s Birthday
3. Lincoln's Birthday
4. Washington's Birthday
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Veteran's Day
10. Thanksgiving Day
11. Friday Following Thanksgiving Day
12. Christmas Eve Day
13. Christmas Day
14. Admission Day (Classified/Management offered as In-Lieu day during the last two weeks of December)
15. Floating Holiday (Classified/Management)
16. New Year's Eve Day

When a scheduled holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a scheduled holiday falls on a Sunday, the following workday not a holiday shall be deemed to be that holiday.

Employees must meet eligibility requirements as outlined in the collective bargaining agreement for each constituent group. Holidays for permanent part-time classified employees shall be prorated to their percentage of assignment.

#### Cross References (see also):

YCCD Policy 4010 – Academic Calendars

#### References:

Education Code Section [79020](#)

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**Procedure Last Revised:** ~~July 13, 2022~~, May 10, 2023

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