

Holidays

Employees – Exempt Employee Code

CWU Policy 305-28

Effective: October 4, 2017

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

Appendix A - Holidays Procedure

- (1) Exempt employees who hold appointments or are employed under contracts to perform services for twelve full months (non-cyclic appointments) shall be entitled to CWU's observation of the 10 legal holidays designated by state statute and three paid personal holidays per calendar year.
- (2) Exempt employees who hold appointments for less than twelve full months (cyclic appointments) are entitled only to those legal holidays which occur within their employment period and are entitled to the three paid personal holidays per calendar year.
- (3) Exempt employees eligible for the paid personal holidays per calendar year may donate all or part of those holidays under the Shared Leave Program in accordance with [WAC 357-31](#).
- (4) In accordance with [RCW 1.16.050](#), exempt employees are eligible for two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization.

History:

EEAGB: 4/7/08; 9/25/12; BOT: 6/6/08; BOT: 2/09; BOT: 6/09; Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/UPAC; Review/Effective Date: 4/1/15; 10/04/17; Approved by: James L. Gaudino, President

Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-60-040, June 2025

Attached Procedure CWUR 6-60-040 as Appendix A, June 2025

Appendix A – Holidays Procedure

(1) Option 1

- A. The personal paid holiday will be scheduled at the convenience of the employing department except when requested for use in accordance with CWU 305-32 (Paid Leave to Care for Family Members with Serious Medical Conditions).
- B. To qualify for holiday pay, an exempt employee must meet one of the following conditions:
 - 1. Exempt employees who hold twelve-month appointments (non-cyclic appointments) must be in pay status on the workday preceding the holiday.
 - 2. Exempt employees who hold less than twelve-month appointments (cyclic appointments):
 - a. Must be in pay status on their last scheduled work day in the month in which the holiday occurs, OR
 - b. Must be in pay status on their first scheduled work day in the month following the holiday. (Example: an exempt cyclic employee who is scheduled for cyclic leave without pay during winter break would be eligible for the New Year's holiday if they are in pay status on their first scheduled work day in January.)
- C. An exempt employee whose schedule prevents them from meeting these criteria is not eligible for holiday pay.

(2) Option 2

- A. The personal paid holiday will be scheduled at the convenience of the employing department except when requested for use in accordance with CWU 305-32 (Paid Leave to Care for Family Members with Serious Medical Conditions).
- B. To qualify for holiday pay, an exempt employee must be scheduled to work during the week (Monday through Friday) of the holiday. An exempt employee whose schedule prevents them from meeting this criteria is not eligible for holiday pay.