

Procedure 5050-PR(1): Personnel Leave Opportunities - Holiday Leave

Original Date:

Status:

Paid holiday leave for full-time exempt and non-exempt employees is provided as follows.

FULL-TIME STAFF

HOLIDAY	MONTH	NUMBER OF DAYS
New Year's Day	January	One (1); New Year's Holiday will be observed on New Year's Day. If New Year's Day falls on a Saturday, then it will be observed on the Friday before. If New Year's Day falls on a Sunday, then it will be observed on the Monday after.
Martin Luther King/Civil Rights Day	January	One (1); the third Monday in January.
President's Day	February	One (1); the third Monday in February.
Staggered Spring Break	March/April	Five (5); Employees may request five consecutive days between March 1st and April 30th to take as Spring Break. The requested days must be scheduled and approved within this time frame. Otherwise, this holiday leave will be forfeited.
Memorial Day	May	One (1); the last Monday in May
Juneteenth	June	One (1); June 19th. If Juneteenth falls on a Saturday, then it will be observed on the Friday before. If Juneteenth falls on a Sunday, then it will be observed on the Monday after.
Independence Day	July	One (1); Independence Day will be observed on July 4 th . If the 4 th of July falls on a Saturday, then it will be observed on the Friday before. If the 4 th of July falls on a Sunday, then it will be observed on the Monday after.
Labor Day	September	One (1); the first Monday in September.

Columbus Day/Indigenous Peoples Day	October	One (1); the second Monday in October.
Veterans Day	November	One (1); Veterans Day will be observed on November 11 th . If the 11 th falls on a Saturday, then it will be observed on the Friday before. If the 11 th falls on a Sunday, then it will be observed on the Monday after.
Thanksgiving Day/Break	November	Three (3); the fourth Thursday in November plus the Wednesday immediately preceding and the Friday immediately following.
Christmas Day/Winter Holiday	December	Six (6); Christmas Day/Winter Holiday will be observed the Friday preceding Christmas Day through the Friday after Christmas Day. If Christmas Day falls on a Friday, then the Monday preceding Christmas Day through the Monday following Christmas Day will be observed. <i>If Christmas falls on a Saturday, the final Friday of the six days will be observed as New Year's Day Holiday and the last of the six Winter Holiday days will move to the Monday after New Year's Day.</i>
		Total 23 days paid holidays

Additional Information

Part-time employees are not eligible for paid holiday leave.

Offices will be closed, and no public meetings will be held on the specific legal holidays as designated per A.R.S. §38-608.

Designation of Work Hours/Days in a Holiday Week

For any week that includes a holiday(s), all full-time employees' work schedules will be five eight-hour days. Employees may use PTO in conjunction with the holiday work week schedule with prior supervisor approval.