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**Human Resources**

**BP 7342 HOLIDAYS**

**References:**

Education Code Sections 79020 and 88203

All management personnel shall be allowed specified holidays with pay during a fiscal year; the holidays shall be determined by the Board of Trustees in accordance with the Education Code and shall coincide with the holidays provided in the service calendar for members of the Classified and the college calendar adopted by the Board of Trustees. Each manager shall be entitled to those holidays that fall within his/her dates of employment each fiscal year.

Holidays for confidential and supervisory employees will be determined annually by the Board of Trustees and included in the service calendar for members of the Classified.

**Floating Holidays**

Each member of the Confidential/Supervisory Staff with permanent status shall be entitled to two (2) floating holidays per fiscal year. Employees must inform his/her immediate supervisor at least three (3) days in advance. The holiday will be taken upon mutual consent of the unit member and his/her supervisor.

Also see BP/AP 4010 titled Academic Calendar.

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**Date Adopted:** July 21, 2015

*(This new policy replaces CLPCCD Policy 4155 and 4255.)*