

## **Article 10 – Holidays**

**Section 1.** ASEs shall not be required to work on the following holidays which occur during the term of their appointment, except as provided in Section 4 of this Article.

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth (June 19<sup>th</sup>)
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Native American Heritage Day
- Christmas Day
- Any other UW established holidays

These holidays will be observed on the date designated by the University for the University community.

**Section 2.** ASEs employed 50% FTE for three or more quarters during the 12-month period starting September 16th shall be entitled to one personal holiday during that 12-month period. Personal holidays must be requested in advance and require that the ASE find an acceptable substitute for scheduled work activities, if any. Personal holidays will be requested per departmental policy, and all holidays will be recorded and tracked in Workday effective September 16, 2022.

**Section 3.** The University recognizes that there are religious holidays that are not currently UW holidays. The University shall make every good faith effort to accommodate an ASE who wishes to observe other recognized religious holidays.

**Section 4.** Any ASE required by the University to work on a University holiday may arrange with the appropriate supervisor for a mutually agreeable alternative within the same quarter.