

## **Optional Holidays**

The legislature has designated Rosh Hashanah, Yom Kippur, Cesar Chavez Day and Good Friday as optional holidays. With their supervisors' approval, employees may observe officially approved optional holidays in lieu of an officially approved holiday. The employee's department must be operating the day of the approved holiday he/she wishes to work in exchange for observing one of the above holidays. If the department is not open and staffed to conduct business on the approved holiday, then the employee may not work during the approved holiday and must use his/her personal leave time to observe the unapproved holiday.