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C. Unused Holiday. The unused holiday shall be taken within one year of the date on which the holiday was observed by the USMO. If such alternative

holiday leave is not used within one year, it shall be forfeited.

D. Recording Holiday Leave.

1. Holidays and associated leave hours are recorded automatically in the USMO's electronic timekeeping system ("DLP")

2. When employees are required to work on a day when a holiday is observed according to the schedule, and then re-schedule their