

Section 10 - Holidays

Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full-time and part-time employees according to the following schedule:

Holiday	Teachers	Full Calendar Year Employees (non-drivers)	School Year Employees (non-drivers)	Drivers, Co-Curricular, & Substitutes
Fourth of July		X		
Labor Day	X	X	X	
Thanksgiving Day	X	X	X	
Day following Thanksgiving		X		
Christmas Eve Day		X		
Christmas Day		X	X	
New Year's Eve Day		X		
New Year's Day		X	X	
Memorial Day	X	X	X*	
Spring Holiday as designated by the District Administrator		X	X	
Spring Holiday as designated by the District Administrator		X		
Total	3	11	6	0

*Only considered a holiday if the school year extends beyond this date.

Holidays Falling on Weekends

If any of the holidays listed above, fall on a Saturday, the preceding workday shall be observed as the holiday. If any of the above named holidays falls on a Sunday, the following workday shall be observed as the holiday. If January 1st falls on a Sunday and school is scheduled to begin on the following Monday, the preceding Thursday shall be observed as the December 31st holiday and the preceding Friday shall be observed as the January 1st Holiday. If December 24 and December 31 fall on a Sunday, the preceding Friday shall be declared the holiday unless the preceding Friday is a student contact day. If the preceding Friday is a student contact day, section 11, "Holidays Falling on Student Contact Days" will apply.

Holidays Falling on Student Contact Days

If any of the holidays listed in section 11, "Holidays Defined", above, fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a paid holiday on a date determined by the Administration.

Work on a Holiday

Hourly Employees - Except as provided in section 11, "Holidays Falling on Student Contact Days", above, employees who work on any of the above-mentioned holidays shall be paid at their regular rate of pay

(overtime as applicable) in addition to the holiday pay.

Salaried Employees – In the event an employee is required to report to work on a holiday, the employee shall be allowed to take an equivalent amount of paid time off from another regularly scheduled work day. The work day selected must be agreed to by the supervisor and take place no more than two weeks after the worked holiday.

Holidays during Vacation

A vacation day may not be taken on a paid holiday. If any of the above holidays fall within an employee's vacation period, the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

Eligibility for Holiday

In order to be eligible for holiday pay, an employee must work the employee's regular scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the District Administrator and/or his/her designee. Employees on a Non-FMLA unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.