

Policy number:	III-2	Subject:	HOLIDAYS
		Revision:	one
Approved:	Agency Board: June 28, 2006 Policy Council: May 17, 2006		

Objective:

To establish holidays and define payment to employees for holidays.

Policy:

General holidays for those employed on a (12) twelve month basis are the following:

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King's Birthday	Independence Day	Thanksgiving Friday
Good Friday (Spring Break Friday)	Labor Day	Christmas Eve
		Christmas Day

All employees on the active payroll will qualify for holiday pay for the days listed above in accordance with the following provisions:

1. Pay for an unworked holiday shall be made at the employee's current rate of pay for the scheduled day's work not to exceed (8) eight hours or the average work hours for the preceding pay period if hours are irregular.
2. Any holiday falling within a period of an employee's sick leave shall be considered holiday leave and shall not be deducted from the employee's accrued sick leave.
3. Any holiday falling within a period of an employee's annual leave shall be considered holiday pay provided they are on approved leave with pay.
4. Employees do not have to work the day before or the day after a holiday to receive pay provided they are on approved leave with pay. New employees are not eligible for holiday pay during the first month of employment unless a regular work schedule is completed for the entire pay period including holiday.
5. Employees working less than (12) twelve months (on a school year calendar) will be paid for holidays falling within the work period calendar defined on the agency school year calendar.
6. Any employees who are American veterans will be granted the Veteran's Day holiday as a special holiday in recognition of the unique contribution made by the veteran.

7. All employees except Administrative Staff who are **required** to work on a holiday will be paid at twice their hourly rate for a day's work not to exceed (8) eight hours, or will be given time off at twice the number of hours worked not to exceed (8) eight hours. Double-time or compensation time off will be at the discretion of the Director.
8. Certain holidays may be substituted for days of closing due to inclement weather. In this case, the holiday will be worked to replace the closed day.
9. Holiday or other leave time does not count as hours worked for the purposes of determining overtime.
10. A recognized holiday that falls on Saturday will be observed on the proceeding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday.