

---

## Holidays

### 1049.1 PURPOSE AND SCOPE

This policy provides general guidance regarding holiday leave and shall apply to probationary and regular employees in all classifications.

### 1049.2 POLICY

The following days shall be recognized and observed as paid holidays:

- New Years Day;
- Martin Luther King, Jr.'s Birthday;
- President's Day;
- Memorial Day;
- Independence Day;
- Labor Day;
- Veteran's Day;
- Thanksgiving Day;
- Christmas Day;

All regular work shall be suspended and employees shall receive one-day's pay for each of the holidays listed above. A full-time employee is eligible for any paid holiday if he/she works the work day before and the work day after said holiday. Eligibility is also granted if the employee was on vacation or had notified their immediate supervisor and received permission to be absent from work on that specific day or days.

Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

While not required by law, if any non-exempt employee works on any of the holidays listed above, he/she shall be paid for all hours worked on that day at the highest rate of either (a) one and a half (1½) times his/her regular rate of pay, (b) holiday pay at the rate established for the position under applicable employment agreement, or (c) as otherwise specified under District policy "Hours of Work and Overtime, Non-Safety."

### 1049.3 PROCEDURE

Employees utilizing holiday leave shall accurately record their holiday leave in their timesheet.