

CHAPTER 9: HOLIDAYS

9.1 HOLIDAYS (BARGAINING UNIT EMPLOYEES REFER TO CONTRACT)

9.1.1 Eligibility

Regular full-time and part-time classified employees shall be granted pay for legal and declared holidays provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday.

9.1.2 Holidays Observed

A. Legal Holidays:

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Recess (2)
- Winter Recess (2)
- New Year's Day (2)
- Martin L. King Day
- Lincoln's Birthday
- Washington's Birthday
- Spring holiday or floating holiday (1)
- Memorial Day.

Any day declared by the President, the Governor of this State, for a public fast, a day of Thanksgiving or holiday, or any day declared a holiday which the Board specifies.

B. Additional days as may be granted by the District.

C. When a holiday falls on Saturday the preceding Friday will be observed as the holiday.

D. When a holiday falls on a Sunday the following Monday will be observed as the holiday.

9.1.3 Exchange of Holidays

A. The Board of Trustees may designate other days during each year as holidays for classified employees in lieu of Lincoln's Day, Washington's Day, Memorial Day, Admission Day, and/or Veteran's Day.

B. Such other designated days in lieu of above holidays must provide a three-day weekend.

C. Employees shall be required to work on a holiday observed on another day. Compensation shall be at the employee's regular rate.

D. If an employee would not be eligible for pay for the "in lieu" holiday because (s)he would not be in paid status before or after the designated day, (s)he shall be entitled to observe or be paid for the regular holiday. If (s)he is required to work on the regular holiday, (s)he shall be paid time-and-one-half of the regular rate in addition to regular pay received for the holiday.

E. If any classified employee whose work week is other than Monday through Friday, and as a result of the change in schedule for Washington's Day or Memorial Day, loses a holiday to which (s)he would otherwise have been entitled, the District is required to provide the employee with a substitute holiday or provide compensation for regular holiday worked at double time- and-one-half.

9.1.4 **School Holidays**

In order to receive pay for a holiday, an employee must be in paid status the day immediately preceding or succeeding the holiday. An employee terminating the day before a holiday or a new hire commencing work the day after a holiday shall not receive pay for that holiday.

Regular employees who are not normally assigned to duty during any winter, mid-February or spring recess shall be paid for the holidays that fall therein, provided they are in a paid status immediately preceding or succeeding the recess period.

9.1.5 **Holidays Worked**

Any classified employee required to work on any holiday shall be paid compensation for such work at a rate not less than time-and-one-half in addition to regular pay received for that holiday.