

8.72 – CLASSIFIED PERSONNEL HOLIDAYS

Non-certified personnel who work twelve months each year will be paid for ten (10) holidays. These holidays are as follows:

- (1) July Fourth
- (2) Labor Day
- (3) & (4) Thanksgiving plus following Friday
- (5) Christmas Eve
- (6) Christmas Day
- (7) New Year's Day
- (8) Martin Luther King, Jr. Day
- (9) Good Friday
- (10) Memorial Day

*Personnel who work on a 9, 10, or 11-month contract will be paid for nine (9) holidays - the Fourth of July will be excluded.

All employees must be employed by the school district on the day before a holiday occurs to receive compensation for that holiday. If the paid holiday occurs on Saturday or Sunday, the holiday will be observed in accordance with the school calendar. Arrangements to work during the paid holiday and take off another workday must be made individually with the supervisor responsible for the work of the non-certified employee. To prevent misunderstanding, the agreement should be in writing in the supervisor's office.

**In cases of excessive days of school closings beyond the scheduled inclement weather days, employees may be required to substitute alternate dates for paid holidays in order to maximize the number of student/teacher interaction days before June 1.

Emergency situations may necessitate an employee to work on a holiday noted above. The supervisor must approve in writing prior to the work being performed. If an employee is requested to work on a holiday, then that employee's compensation will include his/her actual time worked in addition to his/her normal paid time off for the recognized holiday.

Date Adopted: 06/11/2001
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