

Paid Holidays

In order to be eligible for holiday pay, employees must have completed a period of 6 months and must be considered actively on the payroll as a full-time status. Salaried employees need only be actively on the payroll to qualify for holiday pay. **Eligible employees will receive eight (8) hours pay at their regular rate for these holidays. Paid holiday hours are not counted as a day worked in calculating overtime for the week.**

Business operations may require employees to work on a holiday. The District reserves the right to require an employee to work on a holiday. In the event an eligible hourly employee is required to work on a designated holiday, the employee will be compensated at their hourly rate for hours worked and received an additional eight (8) hours of holiday pay. Employees should coordinate their day off with a supervisor and complete an Employee Action Form (EAF).

When an exempt salaried employee is required to work on a designated holiday, the employee will be eligible for an alternate day off with (holiday) pay within the following 30 days. Employees should coordinate day offs with a supervisor and complete an Employee Action Form (EAF).

Holiday pay eligibility shall further depend upon the employee's working eight regular hours on the workday preceding, and eight regular hours on the workday following the holiday. The only exceptions to this rule shall be as approved by the supervisor if the employee is ill and has submitted a doctor's note, if the holiday falls during the employee's approved vacation period, or if the employee leaves work on the work day before or after the holiday because of a work related illness or accident.

Eligible employees on extended leave due to work related illness/accident or outside illness/accident may be approved for holiday pay by the supervisor. However, such pay shall not be made after the employee has been away from work for one month. The District reserves the right to request a doctor's note prior to payment of holiday funds.

When a holiday falls on a Sunday, the following Monday will be observed as the holiday. If a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. Should a holiday occur during a week of vacation, the employee will be paid for four days of vacation and one day of holiday pay.

Employees who need time off for religious observances should speak with their supervisor. The District will reasonably accommodate an employee's religious belief.

The District recognizes the following as paid holidays:

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day (Fourth of July)
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day