

Legal and Granted Holidays for Administrators

Section A - Introduction

The Board of Education grants full-time administrators, employed for at least 30 hours per week, those legal and granted holidays indicated on the district's official work calendar with full pay.

Section B - Establish Employee Calendars Identifying Granted and Legal Holidays

The Superintendent or designee shall establish employee calendars identifying all granted and legal holidays in advance of the start of each fiscal year and in accordance with this policy.

Section C - Employees Assigned a 260-Day Calendar

A full-time administrator, assigned a 260- day calendar, shall be paid for:

- No fewer than eight (8) granted holidays; and
- Legal holidays that fall within the employee's designated work year.

A legal holiday that falls on a Saturday or Sunday will either be observed on another day (e.g., a legal holiday that falls on Saturday will be observed on Friday; a legal holiday that falls on Sunday will be observed on Monday), or be added to the employee's accrued vacation time.

Section D - Employees Assigned a 239-Day Calendar

A full-time administrator, assigned a 239-day calendar, shall be paid for:

- All granted holidays that fall within the employee's designated work year; and
- All legal holidays that fall on a business day within the employee's designated calendar established by the district each year..

Any holiday that falls on a weekend or within winter or spring recess is unpaid.

Section E - Employees Assigned a 203-Day Calendar

A full-time administrator, assigned a 203-day calendar, shall be paid for:

- All legal holidays that fall on a business day within the employee's designated calendar established by the district each year.

Any holiday that falls on a weekend or within winter or spring recess is unpaid.

Section F - Eligibility Criteria

In order to be paid for a legal or granted holiday, an employee must be present for work on the last scheduled businessday prior to the holiday and the first scheduled business day after the holiday when school is in session. However, the Superintendent may make exceptions to this rule.

Approved: November 8, 2021