



## **INDEPENDENT SCHOOL DISTRICT 834 2023-2024 HOLIDAY SCHEDULE**

52 WEEK EMPLOYEES

(This also includes District Directors, Principals, and  
Coordinators/Supervisors/Specialists)

Tuesday, July 4, 2023

Monday, September 4, 2023

Thursday, November 23, 2023

Friday, November 24, 2023

Monday, December 25, 2023

Monday, January 1, 2024

Monday, January 15, 2024

Monday, May 27, 2024

Floating Holiday (2)

**Note:** Employees working less than a full year shall be eligible for paid holidays on a pro-rated basis in accordance with applicable Master Contract or Terms & Conditions of Employment. All employees eligible for ten paid holidays will have two floating holidays during the 2023-2024 school-year.



## PROCEDURES and REMINDERS

### PROCEDURES for entering a **Floating Holiday** into Skyward:

- Leave allocation for Floating Holidays becomes effective July 1, 2023 in Skyward.
- When entering in Skyward please choose the Floating Holiday option.
- Floating Holidays require Supervisor approval and will go through the same approval process as your vacation/non-duty days.

### REMINDERS:

- Please remember the Floating Holiday(s) is the **only** holiday that needs to be submitted through Skyward.
- The Floating Holidays are two of your ten paid holidays.
- With Supervisor approval, Floating Holidays can be used anytime. They don't have to coincide with a holiday.