

## PERSONNEL

### Holidays

- **A. Designated holidays**

Unless otherwise designated in the school calendar as instructional days or used as inclement weather make up days, the following days shall be observed as holidays for all twelve-month employees:

- Independence Day
- Labor Day
- Veterans Day
- Election Day (November)
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Spring Holidays (two days)
- Memorial Day
- Juneteenth

- **B. Holidays on weekends or makeup days for holidays**

1. When a paid holiday falls on a Saturday or Sunday, the observed federal and/or state holiday may be observed.

- 2. When the Observed holiday falls on a day in which schools are still in session, the Superintendent or designee shall have the authority to designate an alternate date to observe the holiday or award employees additional annual/personal reasons leave in lieu of the holiday.

- 3. The Superintendent or designee shall have the authority to designate a holiday, within the same calendar year, for twelve-month

employees when a holiday (listed above) is lost due to make-up days because of inclement weather or for other circumstances.

- **C. Office hours on other workdays**

On all other workdays not listed above, the individual schools and the School Board offices will be open during published office hours.

- **D. Eligibility for holiday pay**

~~In order to~~ To be eligible for holiday pay, employees must work and/or be on approved paid leave on the scheduled workday before and after the holiday.

- **E. Non-workdays for certain employees**

1. On non-workdays, certain employees (bus drivers/assistants, food service employees, interpreters, teacher assistants, clinic assistants and any others designated by the Superintendent or designee) will not report to work on teacher in-service days unless otherwise set forth in the employee's work calendar or if designated as a make-up day for a missed workday.
2. In an effort to continue to attract and retain employees, the School Board authorizes the Superintendent or designee to align employee work calendars with competing school divisions in the Commonwealth.

### **Legal Reference**

Code of Virginia, § 2.2-3300, as amended. Legal holidays.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: May 17, 1994

Amended by School Board: May 16, 2000

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