

PERSONNEL - Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4493 HOLIDAY PAY

4493.1 Paid Holidays

- A. In accordance with legal statutes and as provided by the County Superintendent and County Board of Education, all probationary or permanent classified employees shall be entitled to the following holidays:
 - 1. New Year's Day (January 1)
 - 2. Dr. Martin Luther King Jr. Day (third Monday in January, or Monday or Friday in the week in which January 15 occurs)
 - 3. Lincoln Day (Monday or Friday of the week in which February 12 occurs)
 - 4. Washington Day (third Monday in February)
 - 5. Memorial Day (last Monday in May)
 - 6. Juneteenth (June 19)
 - 7. Independence Day (July 4)
 - 8. Labor Day (first Monday in September)
 - 9. Veteran's Day (November 11)
 - 10. Thanksgiving Day (fourth Thursday in November)
 - 11. Friday following Thanksgiving Day
 - 12. Workday preceding Christmas Day
 - 13. Christmas Day (December 25)
 - 14. One additional workday during the week of December 24 or December 25 which will provide for at least a three-day weekend (in lieu of Admission Day)
 - 15. Workday preceding New Year's Day.
- B. All probationary and permanent classified employees shall be entitled to the above-noted paid holidays provided they are in a paid status during any portion of their working day immediately preceding or succeeding the holiday. Holidays which occur before or after a person is employed by the County Education Office shall not be considered as paid holidays for such individuals.
- C. Probationary and permanent classified employees of the County Education Office who are not normally assigned to duty during the school holidays of December 25, January 1, or any Board declared holidays during the winter recess shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.
- D. When a holiday listed in paragraph A above falls on a Sunday, the following Monday shall be the observed holiday. When a holiday listed in paragraph A above falls on a Saturday, the preceding Friday shall be the observed holiday.
- E. When a probationary or permanent classified employee is required to work on any of these holidays, the employee shall either: (1) be paid compensation, at the rate of one and one-half times the employee's regular rate of pay, in addition to the holiday pay received; or (2) accrue compensatory time off for such work, at the accrual rate of one and one-half times the actual hours worked on the holiday, in addition to the holiday pay received.

Reference:

Education Code Sections 1318, 37220, 45203-45206.5
Santa Barbara County Counsel Opinion dated April 27, 1983

Date Approved: January 12, 1976
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May 26, 1994
May 28, 1998

October 26, 2017
June 22, 2023