



## Holiday Paid Days

To be eligible for holiday pay, you must have an FTE of .75 or higher or be scheduled to work at least 30 hours per week. In addition, you will not be permitted to use general leave for any unpaid holiday.

Please review the employee work calendar on the website for specific dates, as it will be regularly updated.

### 10 – MONTH EMPLOYEES:

Bus Drivers, Bus Aides, BHT, Health Office Assistants, Admin. Clerks, Paraeducators, Library Media Assistant, Campus Safety Monitors, Speech & Language Assistants, Career & College Center Specialists, SLPA, Brailist

Labor Day	1 Day
Veterans Day	1 Day
Thanksgiving	2 Days
Winter Break	7 Days
MLK Day	1 Day
Presidents Day	1 Day
Spring Holiday	1 Day

**TOTAL PAID HOLIDAYS 14**

### 11 – MONTH EMPLOYEES:

K-6 School Office Manager, HS Administrative Assistant, Attendance Specialists, Library Media Technician

Labor Day	1 Day
Veterans Day	1 Day
Thanksgiving	2 Days
Winter Break	7 Days
MLK Day	1 Day
Presidents Day	1 Day
Spring Holiday	1 Day
Memorial Day	1 Day

**TOTAL PAID HOLIDAYS 15**

### 12 – MONTH EMPLOYEES:

Administrators, Supervisors, Custodial, Grounds, Maintenance, Information Technology, HS Registrar, Administrative Assistant (includes MS & HS), Mechanics, Bookstore Manager, Athletic Equipment Managers, Transportation Office Staff, Program Leaders, Program Specialist and District Office Staff, Health Services Assistant

Independence Day	1 Day
Labor Day	1 Day
Fall Break	2 Days during the week of Fall Break, must be scheduled to ensure adequate coverage.
Veterans Day	1 Day
Thanksgiving	2 Days
Winter Break	7 Days
MLK Day	1 Days
Presidents Day	1 Days
Spring Break	2 Days during the week of Spring Break, must be scheduled to ensure adequate coverage.
Spring Holiday	1 Day
Memorial Day	1 Day
Juneteenth	1 Day

**TOTAL PAID HOLIDAYS 21**

12-month employees may use additional vacation days with supervisory approval.

If you have any questions regarding your work calendar, or your current leave status, feel free to contact Payroll at ext. 7125 or Human Resources at ext. 7100