



## HOLIDAYS and BREAK PERIODS

The District offers full time and part time employees (excluding substitutes) paid holidays. Employees are not required to work on holidays unless required by emergencies. If a holiday falls on a Saturday, it is generally recognized on the preceding Friday. If a holiday falls on a Sunday, it is generally recognized on the following Monday.

If a holiday occurs during an employee's work year, the employee will receive holiday pay which is prorated for part time employees. Twelve month employees receive 10 holidays. School Year (up to 11 month) employees receive 7 holidays. If a holiday falls during the time any employee is on sick leave, the employee shall receive holiday pay in lieu of sick pay for the day.

Winter, spring and summer break periods are unpaid for school year (up to 10 month) and 11 month employees. These break periods are not included in the employees' work year; however, Christmas Day, New Years Day and Traditional Good Friday will be paid holidays.

Work Year	Employee Group	Paid Holidays
School Year up to 11 months	Certified Classified	Labor Day Thanksgiving Day after Thanksgiving Christmas Day New Years Day Traditional Good Friday Memorial Day
up to 11 months	Administrative	Labor Day Thanksgiving Day after Thanksgiving Christmas Day Christmas Eve (if outside Winter Break) New Years Day New Years Eve (if outside Winter Break) Traditional Good Friday Memorial Day
12 months	Administrative Classified	Labor Day Thanksgiving Day after Thanksgiving Christmas Eve Christmas Day New Years Eve New Years Day Traditional Good Friday Memorial Day July 4