San Bernardino County Superintendent of Schools
Policy 4363

HOLIDAYS - MANAGEMENT/CONFIDENTIAL

Confidential

A confidential employee shall be entitled to the following **fourteen (14)** paid holidays provided the employee is in paid status during the working day immediately preceding or the working day immediately succeeding the holiday:

Independence Day
Labor Day
Admissions Day (Identified as the day before Christmas)
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas
Day before New Year's
New Year's Day
Martin Luther King Day
Lincoln's Birthday
Washington's Birthday
Memorial Day
J u neteenth

Regular confidential employees who work less than 12 months per year and are normally not assigned to duty between the holidays of December 25 and January 1 shall be paid for those two (2) holidays provided they were in paid status during the workday of their normal assignment immediately preceding or succeeding the holiday period.

When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. When a holiday herein listed falls on a Saturday, the preceding Friday shah be deemed to be the holiday in lieu of the day observed. When a confidential employee is required to work on any said holiday(s), he/she shall be paid compensation, in addition to regular pay received for the holiday, at the rate of time and one-half his/her regular rate of pay.

Management

Management employees will be in unpaid status and usually do not work during the holidays designated above. If a management employee is required to work on any designated holiday(s), he she will be given day for daytime off for such work in half day increments but only if a minimum of one half (1/2) day was worked.

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