

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.

- F. In addition to the holidays listed above, all probationary and permanent non-management classified employees shall receive two (2) floating holidays per fiscal year, with the exception that employees hired on or after January 1 shall receive one (1) floating holiday for the first fiscal year in which they are employed. Use of the floating holiday(s) shall be requested by the employee on the prescribed SBCEO form and must be approved by the supervisor. Floating holidays may be used during the employee's probationary period, subject to supervisory approval. The floating holiday(s) must be taken in full-day increments within the assigned/scheduled work year on what would otherwise be a workday of the employee. Floating holidays that are not used within the fiscal year they are granted may not be carried over to the next fiscal year, and they may not be cashed out upon the employee's separation from SBCEO or from the classified service.

Reference:

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

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