

## **PERSONNEL HOLIDAYS**

Employees contracted for twelve (12) months (261 days) are entitled to time off and are paid for the following holidays:

Labor Day – First Monday in September  
Fall Break – 1 day  
Thanksgiving Break – 3 days  
Christmas Break including New Years – 7 days  
Martin Luther Day in January  
President's Day in February  
Good Friday when not used as a snow day  
Memorial Day – 1 day  
Independence Day – July 4<sup>th</sup> – 1 day  
Two (2) Additional Days off – First and last day of Spring Break of each year

This leave is in addition to earned vacation leave.

Time off for holidays falling on Saturday will be observed on Friday and holidays falling on Sunday will be observed on Monday. When Christmas or New Year's falls on Sunday, the preceding Friday will be paid off if school is not in session. If school is in session, the following Tuesday will be paid off.

If a leap year caused twelve (12) month employees to work an additional day, such employees will be compensated accordingly.

In order to receive pay for holidays, an employee must work or be on paid leave on the last work day prior to the holiday and the first workday following the holiday and the holiday must fall within the employee's contract period.

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