

*Holidays - Non-Instructional Employees Who Are Not Members of a Collective Bargaining Unit*

Qualifying employees shall receive payment at their unadjusted hourly rate for holidays for their regularly scheduled hours. To qualify for pay for a holiday designated by the District pursuant to the accompanying Policy ("holiday"), an employee must work the day before the holiday and the day after the holiday, unless on an excused paid absence (personal day, vacation day, illness and/or similar excused paid absence). In implementing this provision, to qualify for holiday pay on a Friday holiday, the employee must work Thursday and Monday; and if the holiday falls on Monday, the employee must work Friday and Tuesday unless the paid absence is excused. If the day before or after the holiday is a day the employee is not scheduled to work or that the District is closed, then the employee must work their next scheduled day that the District is open to qualify for holiday pay.

No single vacation day(s) shall be taken on the days before and after the holiday without administrator/supervisor approval.