HUMAN RESOURCES

Holidays, Non-Paid and Non-Work Days

The School Calendar approved by the School Board determines annually the holidays that will be observed by the employees for the next fiscal year.

A. Holidays

1. The following national holidays are observed by the School Division during the fiscal year; Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, Martin Luther King, Jr. Birthday, President’s Day and Memorial Day.

2. When any of the observed national holidays falls on a Saturday or Sunday the preceding Friday or subsequent Monday, respectively, is taken as the school holiday.

3. These holidays are unpaid and observed by all employees.

B. Non-Paid and Non-Work Days

1. 12 month employees are provided an additional two non-paid and non-work days during the School Division’s annual Spring Break.

2. 10 month and 11 month employees are provided non-paid and non-work days based upon their contract or scheduled work days. These days include the winter break, spring break, and the summer break when the schools are closed.

3. Employees who fall into these categories are provided their schedule of days of work and non-work days upon hire.

The Associate Superintendent for Human Resources (or designee) is responsible for the implementation and monitoring of this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2017.