


HOLIDAYS**SECTION 4.06****Effective Date: October 15, 2015****Approved By: Governing Board** 

The holidays on which the agency's office will be officially closed are as follows:

New Year's Day
Memorial Day
Independence Day (July 4)
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

Optional Holidays

Martin Luther King Day
President's Day
Veterans' Day

On holidays listed as optional, program directors may, with the approval of the Executive Director, keep organizational units open for business, provided that staff assigned to work optional holidays are paid or provided an equivalent number of hours off. The decision must be made at the time staff are assigned and/ or agree to work the optional holiday and any arrangements made will not contravene with the Fair Labor Standards Act. If the arrangement is made for employees to take the equivalent time off, the time must be taken in the time period not to exceed ninety (90) days after the optional holiday or in conflict with any other aspect of this policy.

School Year Employees are entitled to all holidays in which they can work or are paid the day before and the day after the holiday.

When holidays fall on Saturdays, they will be observed on the preceding Friday. When they fall on Sunday, they will be observed on the following Monday.

With the approval of the Governing Board or the President of the Governing Board, the Executive Director may grant other holidays or alter the dates on which holidays are observed, as necessitated by religion, creed, or other business reasons.

In order to be eligible to be paid for the holiday, the employee must have worked or be on paid leave status the day before and the day after the holiday.

School-based health center employees will be the exception when corresponding to the school schedule with the approval of the Executive Director.