**POLICY TITLE: Holidays**

**POLICY NUMBER: 3430**

3425.1 This policy shall apply to all employees.

3425.2 The following days shall be recognized and observed as paid holidays:

New Years Day;

Martin Luther King, Jr.'s Birthday;

President's Day;

Memorial Day;

Independence Day;

Labor Day;

Veteran's Day;

Thanksgiving Day;

Christmas Day;

[List any other holidays provided to employees by your district].

3425.3 All regular work shall be suspended and employees shall receive one-day's pay for each of the holidays listed above. A full-time employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified the [PERSONNEL DIRECTOR or other responsible managing employee] and received permission to be absent from work on that specific day or days.

3425.4 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

3425.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

3425.6 While not required by law, if any non-exempt employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #3122, "Hours of Work and Overtime."