

**BOARD POLICY: EDUCATIONAL SUPPORT PERSONNEL LEGAL AND
GRANTED HOLIDAYS**

6420

Section A

The Board of Education grants full-time educational support personnel those legal holidays indicated on the district's official work calendar with full pay.

Section B

A full-time twelve (12) month employee, with a 260 paid day work year, shall be paid for no less than eight (8) granted and those legal holidays indicated on the work calendar, established by the district each year, which fall within their designated work year. Legal holidays that fall on a Saturday or Sunday shall be added to the employee's accrued vacation time.

Section C

A full-time nine (9), ten (10), or twelve (12) month employee, with a 239 paid day work year, shall be paid for legal holidays that fall on a workday within their work year and any holiday that falls on a weekend or within winter or spring recess is unpaid.

Section D

In order to be paid for a legal or granted holiday, an employee must be paid for their last scheduled work day prior to the holiday and their first scheduled work day after the holiday.

Approved: October 18, 1976
Revised: October 9, 1995
Revised: September 25, 2000
Revised: July 13, 2009