

SECTION: CLASSIFIED EMPLOYEES

TITLE: PAID HOLIDAYS

ADOPTED: October 10, 2000

REVISED:

# MOON AREA SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">543. PAID HOLIDAYS</p> <p>Paid holidays for regularly employed classified employees shall be determined in accordance with the following guidelines except as affected by a currently valid agreement with a recognized bargaining unit.</p> <p>Employees who satisfy the eligibility requirements shall receive holiday pay for each of the following designated holidays not worked, irrespective of the day of the week on which the holiday may be observed, such pay to be that of the employee's regular work day at straight time at their regular rate.</p> <p><u>260-Day Employees (Except Custodians) and Full-Time (200/185-day) Clerks, Secretaries and Aides</u></p> <p>New Year's Day          Good Friday          Memorial Day          Fourth of July (12-month employees)          Labor Day          Thanksgiving Day          Day after Thanksgiving          Christmas Day          Day before Christmas          (Two (2) additional holidays to be taken during the school year on days when students and teachers are not in attendance).</p> <p><u>Custodians/Head Custodians</u></p> <p>New Year's Day          Good Friday          Memorial Day          Fourth of July          Labor Day          Thanksgiving Day          Day after Thanksgiving</p>
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<p>School Code 1502, 1503</p>	<p>Christmas Day Day before Christmas</p> <p><u>Aides - Part-Time (Less Than 5 Hours)</u></p> <p>New Year's Day Good Friday Memorial Day Labor Day Thanksgiving Day Day after Thanksgiving Christmas Day Day before Christmas</p> <p><u>Cafeteria</u></p> <p>New Year's Day Good Friday Thanksgiving Day Christmas Day Day before Christmas</p> <p>In order to be eligible for holiday pay, an employee must have:</p> <ol style="list-style-type: none"><li>1. Completed his/her probationary period.</li><li>2. Worked as scheduled or assigned both on his/her last scheduled work day prior to and on his/her first scheduled work day following the holiday. However, an employee will receive the holiday pay if sickness occurs prior to/following the holiday and on returning to work the employee presents some medical excuse or verification to his/her immediate supervisor.</li></ol>
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