

**MANAGEMENT. SUPERVISORY AND CONFIDENTIAL PERSONNEL****Holidays and Vacation****Holidays**

Staff members who are in paid status the immediate work day preceding or succeeding the following holidays shall be paid their regular daily rate for such holidays:

- New Years Day (January 1)
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Juneteenth
- Independence Day (July 4)
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving (in lieu of Admission Day)
- Christmas Day (December 25)
- Floating Holiday (applies only to Classified Management and Confidential staff members working 260 days per year)

When an above-described holiday falls on a Sunday, the following Monday shall be deemed a holiday; when an above-described holiday falls on a Saturday, the preceding Friday shall be deemed a holiday. Workday shall mean any day the central administrative office is open for business.

Staff members who are not normally assigned to duty during the school holidays of Christmas Day and New Years Day shall be paid for those two holidays provided that they are in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

**Floating Holiday Scheduling**

All floating holidays must be designated by the employee, subject to the immediate supervisor's approval, upon hire and no later than the first Friday in July every fiscal year thereafter. Floating holidays may be rescheduled with the immediate supervisor's approval and must be taken prior to June 30. Floating holidays do not carryover or accrue from fiscal year to fiscal year and unused floating holidays are not paid out upon separation.

Classified Management and Confidential staff members with a remaining balance of floating holiday(s) in 2024-25 may have a one-time exception to use those floating holiday(s) in 2025-26.

## **Personnel**

## **Superintendent's Policy 4362(b)**

If there is any conflict between staff who are working on the same or similar operations as to when a floating holiday shall be taken, the member with the greatest seniority shall be given his/her preference.

Classified Management and Confidential staff members working less than 260 days per year are not eligible for floating holidays.

### **Special Holidays**

In addition to the above list, every day appointed by the President or the Governor of this state as provided for in subdivisions (b) and (c) of Section 37220 of the Education Code for a public fast, thanksgiving or holiday, or any day declared a holiday under Section 1318 for classified or certificated staff shall be considered a paid holiday.

### **Office Closure Not Deemed "Holiday"**

The Superintendent or designee may close any worksite early on a normal work day (such as on Christmas Eve) or chose not to open any worksite for public business on a day that would otherwise be considered a normal work day during the year (such as on the day before Thanksgiving). Closure shall not be deemed declaratory of, nor equivalent to, a "paid holiday" for any employee. If such a closure is authorized by the Superintendent/designee, the closure time shall be considered "recess." Salaried employees, whether they chose to work or not, shall not have their wages affected by such recess. Closure of the Office in any given year shall not be considered precedent setting for any succeeding year. This section shall not operate to reduce any staff member's regularly assigned daily, weekly or annual hours of employment.

### **Vacation**

Annual vacation allotment for classified management, supervisory and confidential employees shall be not less than 10 days nor more than 20 days per year. Upon hiring, the compensation package will include a specified vacation allotment. The allotment will be reviewed annually and may be adjusted by the Superintendent until the staff member reaches the maximum of twenty (20) days.

Staff members who work less than twelve months per year and/or less than five days per week shall have their vacation accrual adjusted proportionately. Should a holiday listed in these Board policies fall during a staff member's scheduled vacation period, that day shall be considered a holiday and the day shall not be deducted from the individual's vacation bank.

If a staff member's vacation becomes due during a period when he/she is on leave due to illness or injury, he/she may request that his/her vacation date be changed, and the Superintendent shall grant such request in accordance with vacation dates available at that time. The staff member may elect to have his/her vacation rescheduled in accordance with the vacation schedule available at that time, or may request to carry over his/her vacation to the following year

Vacation credit may be accumulated to a total not to exceed that which the staff member could earn in two years. If this limit is reached, staff will cease earning additional vacation credit until such time as their vacation bank falls below the employee's maximum level.

A staff member terminated for any reason shall be compensated for all hours of vacation earned but not used. Should the staff member have taken vacation time that has not been earned, then such time taken but not earned shall be deducted from the final pay warrant.

*Legal Reference:*

EDUCATION CODE

1290 et seq. Staff of the county superintendent

45197 Annual vacations

45203 Paid holidays

45205 Holiday in lieu of specified holiday

45206 Substitute holiday

Policy

Adopted: October 16, 1991

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**HUMBOLDT COUNTY OFFICE OF EDUCATION**

Eureka, California