

ARTICLE XIII

HOLIDAYS

13.1 Holidays:

Independence Day

Labor Day

Veterans' Day

Day Before Thanksgiving

Day of Thanksgiving

Day After Thanksgiving

Christmas Eve (twelve month employees only)

Christmas Day

New Year's Day

Martin Luther King Day

Lincoln Day

Presidents' Day

Memorial Day

Personal Holiday (see 13.6 for usage details)

13.2 To receive pay for holidays, an employee must be in a duty status on the normal workday immediately preceding or succeeding the holiday.

13.3 Employees who are in a duty status in their normal work assignment on the last day preceding or the first day succeeding the Christmas recess shall be granted the holidays of

Christmas Day and New Year's Day. This shall not extend to any other holidays during the Christmas, Easter, or Summer recess.

- 13.4 Holidays on Saturday or Sunday: When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on a Sunday, the succeeding workday not a holiday shall be deemed to be that holiday. The operation of this section shall not cause any employee to lose any of the holidays clearly indicated in the Article.
- 13.5 Notwithstanding the adoption of separate work schedules for the certificated and the classified services, on any school day during which pupils would otherwise have been in attendance but are not and for which certificated personnel receive regular pay, classified personnel shall also receive regular pay whether or not they are required to report for duty that day.
- 13.6 One personal holiday will be granted for all classified employees with the following provision:
- a) Must be taken within the fiscal year, and not to be accumulated each year.
 - b) The employee must get prior approval, 5 days in advance, from their supervisor to be granted the personal holiday. The supervisor will notify the employee in writing within 24 hours of the request, verifying the approval or denial.
 - c) That personal holiday will not be deducted from sick leave.