

POLICY TITLE: School Holidays and Date of Pay

School Holidays

The **Agency** designates the following days as school holidays:

1. New Year's Day;
2. Memorial Day;
3. Independence Day;
4. Labor Day;
5. Thanksgiving Day; and
6. Christmas Day.

In those cases where an employee, as defined in policy, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Date of Pay

As stipulated in employee contracts, paychecks are due to be disbursed on the 25th day of each month. If the 25th falls on a holiday, during a weekend, or school vacation, paychecks will be distributed on the last working day before that holiday, weekend, or school vacation.

LEGAL REFERENCE:

I.C. § 33-512 Governance of Schools

I.C. § 73-108 Holidays Enumerated

POLICY HISTORY:

Adopted: Originally adopted 4/18/1994; Revised and approved 6/18/2012
**Originally issued as Policy 307. Revised and reissued as Policy 5440 on
January 19, 2022.**