

Book	Policy Manual
Section	Special Update - May 2022
Title	Replacement Policy - Special Update - May 2022 - HOLIDAYS
Code	po4439
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Replacement Policy - Special Update

4439 - HOLIDAYS

A. To be eligible for a paid holiday, regular nonteaching employees must have accrued earnings on the next preceding and next following scheduled workdays before and after such holiday or must be properly excused from attendance at work on either or both of those days. Holidays must fall during the time of year in which an employee is scheduled to work. Eligible employees receive their regular salary or hourly rate of pay on a holiday.

B. **Eleven (11) and Twelve (12) Month Employees.** All regular nonteaching school employees employed on an eleven (11) or twelve (12) month basis, whether salaried or compensated on an hourly or per diem basis, are entitled to a minimum of the following holidays for which they shall be paid their regular salary or their regular rate of pay:

1. New Year's Day;
2. Martin Luther King Day;
3. Memorial Day;
4. Juneteenth Day;
5. Independence Day;
6. Labor Day;
7. () _____
8. () _____
9. Thanksgiving Day; and
10. Christmas Day.

~~**[DRAFTING NOTE: For employees covered under R.G. 3319.087, Juneteenth is a mandatory holiday for eleven (11) or twelve (12) month employees. Districts may elect to add other holidays as approved by the Board of Education, excluding those days when teachers are attending an educational meeting. It is imperative that districts coordinate enactment of this policy with the language of any existing collective bargaining agreements.]**~~

C. **Nine (9) and Ten (10) Month Employees.** All regular nonteaching school employees employed on a nine (9) or ten (10) month basis, whether salaried or compensated on an hourly or per diem basis, are entitled to a minimum of the following holidays for which they shall be paid their regular salary or their regular rate of pay:

1. New Year's Day;

2. Martin Luther King Day;
3. Memorial Day;
4. Labor Day;
5. Thanksgiving Day; and
6. Christmas Day.

Regular nonteaching school employees employed less than nine (9) months shall be entitled to a minimum of those holidays enumerated in this section which take place during the employees' scheduled time of employment.

D. If New Year's Day (January 1st), Independence Day (July 4th), and/or Christmas Day (December 25th) fall on a Sunday, then they shall be observed on the following Monday. If any of these holidays fall on a Saturday, they will be observed the Friday before.

E. When any employee is required by the employee's responsible administrative superior to work on a paid holiday, the employee shall be granted compensatory time off with regular pay. The Board of Education may establish a premium rate of pay for work performed on a paid holiday.

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R.C. 1.14, 124.18, 3319.086, 3319.087