

## **Holidays**

The ESD will observe the following holidays in accordance with RCW 1.16.050:

New Year's Day (January 1)  
Martin Luther King's Birthday (third Monday in January) Presidents' Day (third Monday in February)  
Memorial Day (last Monday in May) Independence Day (July 4)  
Labor Day (first Monday in September) Veteran's Day (November 11)  
Thanksgiving Day (fourth Thursday in November) Day After Thanksgiving  
Day Before Christmas (December 24) Christmas Day (December 25)

In addition to the above, the day after Christmas shall be observed as a holiday.

### **General Provisions**

Employees that work a school year schedule are not eligible for paid holidays. Employees who work in the Early Care and Education Department, and manage or support employees working in child care centers, will receive Martin Luther King's Birthday, Presidents' Day, Veteran's Day, the day after Thanksgiving and the days before and after Christmas as floating holidays. All other employees earn holiday pay in accordance with this policy and procedures approved by the Superintendent.

Should one of the holidays fall on a Saturday, the Friday immediately preceding that Saturday will be allowed as a holiday; should one of the holidays listed fall on a Sunday, the Monday immediately following that Sunday will be allowed as a holiday.

Time off for holidays shall not be counted against sick leave or annual vacation time of any employee.

Regular full-time classified and administrative employees will be paid for the above holidays.

All part-time classified and administrative employees will be paid only for those holidays which fall on days that they would normally work. Compensation shall be based on the number of hours the employee is normally scheduled to work on that day of the week, not to exceed eight (8) hours.

Employees terminating their employment voluntarily will be eligible for holiday pay if they work or are on sick leave the working day immediately preceding the holiday and work the working day immediately following the holiday.

*Legal References:* RCW 1.16.050 Legal holidays and legislatively recognized days.

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