

303 Holidays

HISID will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

HISID will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the standard 8 hour day. Only regular full-time employees are eligible for holiday pay.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive 2 floating holidays (16 hours) in each anniversary year. *To reward employees who have utilized their sick leave in a responsible manner, any employee who has accumulated 100 hours or more of sick leave may exchange up to 3 sick days (24 hours) of sick leave for an additional 3 floating holidays (24 hours). This exchange is only available to full-time employees one time per calendar year. All floating holidays must be scheduled in the best interest of the District with the prior approval of the employee's supervisor.*

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.