

# OLYMPIC ESD 114 BOARD POLICY HOLIDAYS

## POLICY 5410

The following shall be considered paid holidays for all full time classified\* employees:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving
- Day before Christmas
- Christmas Day
- Day before New Year's Day

Olympic Educational Service District 114 (OESD) will not be open for business on these holidays.

\*For the purpose of implementation of this policy, full-time classified is defined as 12 months (260 days). Under this definition, employees working 12 months (260 days) receive holiday benefits based upon the hours in their work day. Holidays for staff members whose regularly scheduled employment is less than eight (8) hours per day shall receive pay for the holiday based on their regularly scheduled basis. A staff member must work or be on paid leave the day before and the day after the holiday period to receive paid holiday.

### **Unpaid Holidays for Reason of Faith or Conscience**

Employees, including those who work less than 12 months, may request up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. In compliance with State law, the Superintendent or designee or the employee's supervisor shall grant the request(s) unless he or she determines that the employee's absence would impose an undue hardship, or the employee is necessary to maintain public safety.

### **Legal Reference:**

- RCW 28A.150.050 School holidays
- RCW 1.16.050 Legal Holidays

Date Adopted: October 20, 1988

Revised: September 19, 1991; May 15, 2008; September 15, 2016

Renumbered: January 21, 2016, from 3020

Revised: August 19, 2021