

Shelby County Board of Education
PAID HOLIDAYS

4044

Issued Date: 05/28/13

Effective: 07/01/13

I. PURPOSE

To identify holidays that are observed and paid to eligible employees by the Shelby County Board of Education.

II. SCOPE

This policy applies to all full-time permanent employees unless otherwise covered by an employment agreement.

III. DEFINITION

Full-time employee – Any permanent employee who works a minimum of thirty (30) hours per work week.

IV. POLICY STATEMENT

The Shelby County Schools recognizes certain days as holidays and pays employees for time off on these days in accordance with the eligibility requirements. However, certain employees (such as security employees) may be required to work on a holiday and will be paid in accordance with guidelines established by the Superintendent or designee.

Paid Holidays Observed

A. Twelve (12) Month Salaried and Hourly Employees:

All full-time permanent-twelve (12) month employees (salaried and hourly), except as otherwise provided in an employment contract, shall receive a total of sixteen (16) paid holidays as indicated below:

Memorial Day	1 day
July 4 th	1 day
Labor Day	1 day
Thanksgiving	2 days (Thanksgiving Day and day after)

Winter Break	7 days
MLK Jr., Birthday	1 day
Spring Break	2 days
Good Friday	1 day

B. Non-Twelve (12) Month Hourly Employees:

All full-time permanent non-twelve (12) month hourly employees, except as otherwise provided in an employment contract, shall receive a total of twenty (20) paid holidays as indicated below:

Labor Day	1 day
Fall Break	3 days
Veterans Day	1 day
Thanksgiving	2 days (Thanksgiving Day and day after)
Winter Break	3 days (Christmas Eve, Christmas Day, and Day after Christmas)
New Year's Eve	1 day
New Year's Day	1 day
MLK Jr., Birthday	1 day
Presidents Day	1 day
Spring Break	5 days
Good Friday	1 day

C. Non-Twelve (12) Month Salaried Employees:

Individuals hired in a full-time permanent salaried position, whose position requires them to work less than twelve (12) months, except as otherwise provided in an employment contract, shall be paid holidays based on the approved [Shelby County Schools' Instructional Calendar](#) (see link - Approved paid holidays for non-twelve (12) month salaried employees are indicated as Teachers-Out).

D. Non-Exempt Security Employees:

All non-exempt security employees, employed by the District, except as otherwise provided in an employment contract, shall receive a total of eight (8) paid holidays as indicated below:

Memorial Day	1 day
July 4 th	1 day
Labor Day	1 day
Thanksgiving Day	1 day
Christmas Eve or Christmas Day.....	1 day
New Year's Ever or New Year's Day	1 day
MLK Jr., Birthday	1 day
Easter Sunday	1 day

For any employee, with the exception of non-exempt security, who works Monday through Friday, a holiday that falls on a Saturday shall be observed on the preceding Friday, and a holiday falling on Sunday shall be observed the following Monday.

Eligibility Requirements

- A. Employees must be in active pay status the day preceding and the day following the holiday in order to receive holiday pay with the exception of employees who retire at the end of a calendar year. These employees do not have to be in an active pay status following the Winter Break in order to receive holiday pay.
- B. Employees are eligible for holiday pay only if the holiday falls on a normally work day.
- C. If a Board observed holiday falls within an employee's vacation period, the holiday will not be considered as a vacation day.

Holiday Pay

Holiday pay shall be at the employee's regular straight time rate of pay for the normal daily hours.

V. RESPONSIBILITY

- A. The supervisor is responsible for ensuring that holidays are properly coded for pay purposes.
- B. Any questions concerning the interpretation of this policy should be directed to the office responsible for human resources
- C. The Superintendent is responsible for ensuring that this policy is followed.

Legal References:

Cross References: