

Approved:

## 461 HOLIDAY LEAVE

### PURPOSE

The purpose of this policy is for Crosslake Community Schools (CCS) to offer paid holiday leave for non-exempt hourly staff.

### GENERAL STATEMENT OF POLICY

- A. The holidays will be paid at regular rate and FTE per year.
- B. These holidays will be in addition to CCS' regular paid time off per reference in Staff Handbook.
- C. The following are CCS approved holidays:
  - 1. Labor Day
  - 2. Thanksgiving
  - 3. Day after Thanksgiving
  - 4. Christmas Day
  - 5. Christmas
  - 6. New Year's Eve
  - 7. New Year's Day
  - 8. Martin Luther King Day
  - 9. Memorial Day
  - 10. Juneteenth (Year-round staff only)
  - 11. July 4th (Year-round staff only)
- D. Paid holidays are available at the beginning of each school calendar year for all current employees.
- G. Paid holidays will not be carried over to the next school calendar year nor may they be cashed out if not taken or paid upon termination of employment.