

August 24, 2023

**AMEND BOARD RULE 4-10  
WITH RESPECT TO HOLIDAY PAY AND MAKE-UP DAYS**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Board hereby amend Board Rule 4-10 as set forth below. This Board Rule was posted for public comment from June 30, 2023 until July 31, 2023.

**Sec. 4-10. Holidays.**

- a. Holidays. Employees otherwise scheduled to work shall not be scheduled to work on Board holidays, except as necessary for the security and maintenance of facilities. Holidays that fall on a Sunday shall be observed on the Monday following the holiday. Holidays that fall on a Saturday shall not be observed.
- b. Holiday Pay and Conditions for Holiday Pay. Employees, other than substitute teachers, and part-time/seasonal employees shall be paid their regular pay for the holiday. In the case of teachers, "regular pay" includes pay for extended day and regularly scheduled classes authorized on an overtime basis. To be eligible for holiday pay, employees must work either the day before or the day after the holiday, unless the employee has been approved to use sick or vacation benefit time on those days, except that appointed and temporarily assigned teachers and principals who are appointed or assigned on the day after Labor Day shall be eligible for holiday pay for the Labor Day holiday. Employees who are scheduled to work on the day before or the day after a holiday in order to make up for school days (including professional development, school improvement, teacher institute or parent conference days) lost due to emergencies, snow days, cold weather days or work stoppage days shall not become eligible for holiday pay for that holiday. Other eligibility requirements may be established by collective bargaining agreements or Board policies.
- c. Teachers' Religious Holidays. Appointed teachers shall be granted up to three (3) non-attendance days with pay in a school year for the observance of religious holidays, which shall not be considered an absence, provided that:
  1. The appointed teacher must give written notice to the school principal at least ~~two (2)~~ seven calendar (7) days in advance of non-attendance for the religious holiday; ~~and~~
  2. ~~The cost of providing a substitute teacher shall be deducted from the appointed teacher's pay.~~

**Approved for Consideration:**

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