

PAID HOLIDAYS FOR ALL EMPLOYEE GROUPS 2018

<u>HOLIDAY</u>	<u>DATE</u>	<u>Custodians & Trades</u>	<u>Food Service</u>	<u>EA</u>	<u>NUC/NUP SEE</u>	<u>BRS/ Teachers</u>	<u>Security Asst</u>	<u>Admins/ PR-Is</u>
New Year's Day	01/01/18	X	X	X	X		X	X
ML King, Jr. Day	01/15/18	X	X	X	X	X	X	X
Spring Break Holiday			03/26/18	03/30/18	03/30/18**		03/30/18	
Memorial Day	05/28/18	X	X	X	X	X	X	X
Independence Day	07/04/18	X		X+	X*+		X+	X
Labor Day	09/03/18	X	X	X	X	X	X	X
Thanksgiving	11/22/18	X	X	X	X	X	X	X
Day after Thanksgiving	11/23/18	X	X	X	X		X	X
Christmas Eve Day	12/24/18	X	X	X	X		X	X
Christmas Day	12/25/18	X	X	X	X		X	X
New Year's Eve Day	12/31/18	X		X	X		X	X
New Year's Day	01/01/19	X	X	X	X		X	X

* For 12 month employees.

+ For 10 month employees, if assigned to work during the summer per the MMSD Employee Handbook.

** For Clerk-Receptionists and Family/Community Liaisons only. All others receive floating holiday in lieu of this holiday.

To receive holiday pay, the employee must:

1. Work in the pay period in which the holiday occurs, or
2. Be off work on an excused, District paid absence.
3. Meet any other requirements as detailed in the MMSD Employee Handbook.

Administrators and Professional-Instructional staff receive unpaid days off on the same holidays as twelve-month **SEE** employees (MLK is a paid holiday).

Floating Holidays:

Custodial and Trades, after the probationary period, employees are entitled to three regular floating holidays to be taken on a calendar year basis and used before December 1. Floating holidays cannot be carried over from one year to the next.

12-month Supportive Educational Employees (SEE), after the probationary period, are entitled to two floating holidays to be taken on a calendar-year basis. Floating holidays cannot be carried over from one year to the next. One additional floating holiday is to be granted and taken between June 15 and August 15. Non-use of the Summer Floating Holiday during that time will result in its forfeiture.

10-month Supportive Educational Employees (SEE), after the probationary period, are entitled to two regular floating holidays to be taken on a calendar-year basis. Floating holidays cannot be carried over from one year to the next.

School Security Assistants shall have two floating holidays each school year. Floating holidays cannot be carried over from one school year to the next.

10-month Non Union Clerical, after the probationary period, are entitled to two regular floating holidays to be taken on a calendar-year basis. Floating holidays cannot be carried over from one year to the next.

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10 & 12 month Professionals/Professional Building Supervisors/Administrators, are eligible for one floating holiday to be taken during the fiscal year. An administrator's floating holiday is unpaid.