

## **1. Holidays**

### **a. Paid Holidays**

The following holidays will generally be observed as paid holidays for District regular full time and part-time employees:

New Year's Day	Martin Luther King Day	Presidents Day
Memorial Day Labor Day	4 <sup>th</sup> of July	Veterans Day
Thanksgiving	The day after Thanksgiving	Christmas Day

Holidays which fall on a Saturday, will be taken on the Friday before the holiday. Holidays which fall on a Sunday will be taken on the Monday after the holiday. Regular part-time employees will be paid holiday pay on a pro-rated basis. For example, if an employee generally works four hours per day for five days per week (20 hours), he or she will receive 4 hours of holiday pay for the observed holiday.

Except for any holidays mandated by state or federal law, District holidays are subject to change at the sole discretion of the District.

In addition to the paid holidays specified above, employees are entitled to one paid holiday per year per RCW 1.16.050. This is referred to as a personal day. A leave request shall be completed and given to the District Manager or an employee designated by the District Manager for approval in advance of taking the personal day.

### **b. Unpaid Holidays**

Per RCW 1.16.050 employees "are entitled 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." Employees must request this leave in writing in advance from the District Manager or an employee designated by the District Manager. Generally, employees should make this request at least one week in advance. The employee will be allowed to take the unpaid holiday(s) on the day(s) requested unless the "employee's absence would impose an undue hardship on the employer, or the employee is necessary to maintain public safety." The meaning of undue hardship is the same as established by the Washington State Office of Financial Management in WAC 82.56.010.