

PENN MANOR SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PAID HOLIDAYS

ADOPTED: February 8, 1999

REVISED:

	543. PAID HOLIDAYS
1. Purpose	Paid holidays for regularly employed classified employees shall be determined in accordance with Board policy.
2. Guidelines	<p>Holidays are established for all classified personnel in accordance with the following list:</p> <ol style="list-style-type: none">1. Independence Day.2. Labor Day.3. Thanksgiving Day.4. Friday after Thanksgiving.5. Christmas Day.6. New Year's Day.7. Good Friday.8. Memorial Day.9. Day designated annually by the Superintendent. <p>If the holiday falls on Saturday, this day will be taken on Friday. If the holiday falls on Sunday, the following Monday will be taken. Should this procedure be prevented by school being in session or other unusual circumstances, the Superintendent shall determine the substitute vacation day.</p>