

Administrative Regulation

Classified Employees; Salary, Special Considerations for

A. Eligibility

All classified employees will be entitled to payment for authorized holidays falling on days normally worked, provided that they were in a paid status during any portion of the day immediately preceding or succeeding the holiday.

Regular employees who are not normally assigned to duty during the spring and winter school recesses shall be paid for any holidays occurring during those periods, provided they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday.

B. Compensation for Holidays

When an employee who is not exempt from overtime payment is required to work on any holiday, he/she shall be paid compensation or be given compensatory time off, in addition to the regular pay received for the holiday, at two and one-half times the regular rate of pay.

If an employee is required to work a workweek other than Monday through Friday and, as a consequence loses a holiday, the employee shall be provided with a substitute holiday or be compensated in the amount to which the employee would have been entitled had the holiday fallen within his/her normal work schedule.

C. Holiday Pay for Substitute Employees

No holiday pay shall be due or granted to any substitute or person employed for extra work without probationary or permanent status in the classified service, unless the substitute actually performs work for the Garden Grove Unified School District on the holiday.

The subject of parts of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the affected provisions of this regulation as they apply to employees in that unit.

Ref: EC Sections 45203, 45206
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