



Department: Human Resources  
Policy Number: HUM-A014  
Effective Date: 12/7/04

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### HOLIDAYS

Clarksville-Montgomery County School System holidays are indicated on the employee work calendars that are available online and during on-boarding for new employees.

To receive holiday pay, an employee must be at work or be on a paid absence the scheduled workday immediately before and after the holiday. Employees on unpaid FMLA or other leave of absence without pay are not eligible for holiday pay while on leave.

Part-time employees will only be paid for holidays that fall on days that they are normally scheduled to work. Employees who are employed less than 15 hours per week and temporary employees are not eligible for paid holidays.

If it is necessary for an employee to work during the holiday as scheduled according to the school calendar, the employee will be compensated as follows:

1. Employees subject to Wage and Hour Law will be paid their regular pay plus holiday pay for regularly scheduled work. If employee works over 40 hours during a week overtime pay will be calculated at one and one half times an employees' regular hourly rate.
2. Twelve month employees exempt from the Wage and Hour Law will be given vacation time equal to the time worked.

Implementing Procedures: [HUM-P003](#) New Hire In-Processing

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/07/04		Initial Release
12/15/08	A	Restate sentence two in 1. and add Twelve month to 2.
2/13/13		Reviewed, no changes necessary
1/13/14	B	1 <sup>st</sup> paragraph changed to calendars that are "available online"
3/30/15		Reviewed, no changes
9/4/18	C	Para. 1, changed "in-processing" to "on-boarding". Para. 2, added "unpaid" before FMLA.

\*\*\* End of Policy \*\*\*