

# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7435

PAGE: 1 OF 2

CATEGORY: **Personnel, Classified Staff**

EFFECTIVE: **8-13-82**

SUBJECT: **Floating Holiday for Classified Employees**

REVISED: **5-05-03**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the “floating holiday” granted to classified employees in lieu of California Admission Day, September 9. This procedure applies only to classified monthly employees (including classified managers and supervisors) who are in a monthly *paid status* on September 9.
2. **Related Procedure:**  
 Vacations of classified employees ..... 7436

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy I-1150.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
2. **A classified monthly employee** who is in a *paid status* on September 9 (California Admission Day) is entitled to a floating holiday in lieu of Admission Day. This benefit is not to be taken before it is earned. An employee may take this holiday at any time after it is earned during his/her work year with prior approval of his/her principal, department head, or division head.
3. **Limitations.** This holiday does not accrue from year to year and must be taken as a single day off, or in increments of not less than one-half day, as determined by the number of hours in the employee’s workday.
4. **Exception.** This holiday, as opposed to others observed as a specified day, may be utilized after being earned as the last day of paid service when separating from the district or going on leave of absence, provided the employee is physically on the job for the workday preceding this holiday. This holiday is not to be used in conjunction with vacation to extend a separation date contrary to conditions specified in district Procedure 7436.

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#### **D. IMPLEMENTATION**

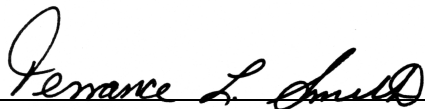
1. **Classified monthly employee** completes "Floating Holiday Request" form and submits to principal, department head, or division head.
2. **Principal, department head, or division head** approves absence when appropriate.
3. **Timekeeper or School Secretary**
  - a. Sends one copy of the approved floating holiday request to employee; retains one copy for reference. Distributes third copy as instructed by principal, department head, or division head.
  - b. Retains request forms at school or department site for reference (does *not* submit with time sheet).
  - c. Enters information on official time sheet using letter "F" and number of hours; summarizes hours under column titled "other paid absence," and enters explanation in "remarks" column of time sheet.

#### **E. FORMS AND AUXILIARY REFERENCES**

1. Floating Holiday Request, Stock Item 22-F-4400

#### **F. REPORTS AND RECORDS**

#### **G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education