



Code: **GCBE/GDBE**
Adopted: 1/04/07
Readopted: 10/14/10
Orig. Code(s): GCDC, GDBE

Leave and Holidays

Unless otherwise arranged for, leaves shall be taken during the summer months, winter break or spring break. Leave times shall be approved by the superintendent and shall be registered with the human resources department. Administrators shall take care not to schedule leave time during known administrator in service dates.

All 12-month employees shall be paid and shall not be required to work on the following holidays:

1. New Years Day - January 1;
2. Martin Luther King's Birthday - Third Monday in January;
3. President's Day - Third Monday in February;
4. Memorial Day - Last Monday in May;
5. Independence Day - July 4;
6. Labor Day - First Monday in September;
7. Veterans Day - November 11;
8. Thanksgiving Day - Fourth Thursday in November;
9. Day after Thanksgiving - Fourth Friday in November;
10. Christmas Day - December 25;
11. December 24 (if it falls on a week day).

If a holidays falls on a Saturday or Sunday, it shall be observed in accordance with state law.

END OF POLICY

Legal Reference(s):

[ORS 187.010](#)
[ORS 336.010](#)