

	<p>HOLIDAYS</p>	<p>Policy No. 5410 April 20, 2022 Page 1 of 2</p>
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It is the policy of Seattle Public Schools to observe the holidays listed by the State Legislature and that school shall not be taught on these days:

1. Sunday;
2. The first day of January, commonly called New Year’s Day;
3. The third Monday of January, celebrated as the anniversary of the birth of Martin Luther King, Jr.;
4. The third Monday of February, to be known as Presidents’ Day and celebrated as the anniversary of the births of Abraham Lincoln and George Washington;
5. The last Monday in May, commonly known as Memorial Day;
6. The nineteenth day of June, recognized as Juneteenth, a day of remembrance for the day the African slaves learned of their freedom;
7. The fourth day of July, the anniversary of the Declaration of Independence;
8. The first Monday in September, to be known as Labor Day;
9. The eleventh day of November, to be known as Veterans’ Day;
10. The fourth Thursday in November, commonly known as Thanksgiving Day;
11. The Friday immediately following the fourth Thursday in November, to be known as Native American Heritage Day; and
12. The twenty-fifth of December, commonly called Christmas Day.

Paid Holidays

Represented staff will be provided holidays in accordance with their negotiated collective bargaining agreements.

Non-represented staff are given holidays on the days listed as 2 through 12 above and these two extra days:

1. The twenty-fourth of December, commonly called Christmas Eve; and
2. The thirty-first of December, commonly called New Year’s Eve.

Whenever any legal holiday falls on a Sunday, the following Monday shall be a legal holiday, and whenever any legal holiday falls on a Saturday, the preceding Friday shall be a legal holiday.

Unpaid Holidays for Reason of Faith or Conscience

It is the policy of the Seattle School Board that each district employee may request up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. These days are in addition to any other days, including but not limited to paid vacation and paid personal leave. The district shall grant two days of unpaid leave to an employee who makes such a request, unless the employee's absence would impose an undue hardship on the district or the employee is necessary to maintain public safety.

The Superintendent or their designee is granted the authority to develop procedures to implement this policy.

Adopted: October 2011

Revised: April 2022; September 2014

Cross Reference: Policy No. 2336

Related Superintendent Procedure:

Previous Policies:

Legal References: RCW 1.16.050 – “Legal holidays” and “legislatively recognized days” – Unpaid holidays for employees with appointments or contracts of less than twelve consecutive months; RCW 28A.150.050 School Holidays; RCW 43.41 – Office of Financial Management; WAC 82-56-010 – Purpose; WAC 82-56-020 – Definition of Undue Hardship; WAC 82-56-030 – Application of definition of undue hardship to request

Management Resources: