



2024 Holidays for regular full-time active employees

Dan Penaranda - 2024-09-26 - Comments (0) - General

All regular full-time active employees will be paid for the following holidays (date observed). Regular part-time employees will be paid based on the predicted average daily hours upon hire for each holiday or the FTE percentage (ex. 50% FTE would be 4 hours for the holiday). Temporary employees, seasonal employees, independent contractors, employees on leave, and inactive employees do not qualify for holiday pay. IOTA reserves the right to conduct a quarterly audit of hours worked to ensure the accuracy of holiday hours to be paid. Any fluctuation that exceeds a 10% change will be notified in writing (email is acceptable) that the expected hours worked moving forward may be adjusted at a specific identified date. Employees will only receive holiday pay while in active, paid status. Specifically, an employee must either work or be on approved PTO/sick leave the day before or the day after a holiday. If an employee terminates service with IOTA the day before or during a holiday, he/she will not be paid for that holiday. Specific Holidays for each year can be found on IOTA Helpdesk.

**Spring break and fall break may be switched at the organization's discretion for 12-month full-time regular employees based on the business needs. These employees should speak to the Chief over their department for confirmation.*

Holiday	Date	Teachers & Counselors	10-month Employees	12-month Employees
Independence Day (Full-Year Employees Only)	Thursday-Friday, July 4-5, 2024	N/A	N/A	2
Labor Day	Monday, September 2, 2024	1	1	1
Fall Break	Monday-Friday, October 7-11, 2024	5	5	5*
Veteran's Day	Monday, November 11, 2024	1	1	1
Thanksgiving Break	Monday-Friday, November 25-29, 2024	5	5	5
Winter Break Week 1	Monday-Tuesday, December 23-31, 2024	7	7	7
Winter Break Week 2	Wednesday-Friday, January 1-3, 2025	3	3	3
Martin Luther King Day	Monday, January 20, 2025	1	1	1
President's Day	Monday, February 17, 2025	1	1	1
Spring Break (Teachers & Counselors Only)	Monday-Friday, March 10-14, 2025	5	N/A	N/A*
Good Friday	Friday, April 18, 2025	1	1	1

Memorial Day (Full-Year Employees Only)	Monday, May 26, 2025	1	1	1
Juneteenth Day (Full-Year Employees Only)	Thursday, June 19, 2025	N/A	N/A	1
Total Number of Holidays		31	26	29

Please refer to the chart above for paid/unpaid holidays. Additionally, the last day for school-site 10-month classified staff is May 28, 2025, unless otherwise noted.

Bus Driver Paid Holidays:

Labor Day - Monday, September 2, 2024

Veteran's Day - Monday, November 11, 2024

Thanksgiving - Thursday & Friday, November 28-29, 2024

Winter Break - December 25-26, 2024 and January 1-2, 2025 Martin Luther King Jr. Day - Monday, January 20, 2025 President's Day - Monday, February 17, 2025 Good Friday - Friday, April 18, 2025

Floating Holidays

Subject to manager approval, salaried, exempt employees who are required to work on IOTA recognized holidays and breaks may be eligible to take that time off on a different date within that fiscal year. Unused floating holiday time will not be paid out upon an employee's exit from the organization unless required by law.