

TOPEKA PUBLIC SCHOOLS	REGULATION NO. 4320-1
SUBJECT: ANNUAL VACATIONS FOR PERSONNEL EMPLOYED ON A TWELVE-MONTH BASIS: HOLIDAYS WHICH FALL ON WEEKENDS	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 06/02/87; 12/03/09; 03/01/12 <hr/> PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE:

To establish procedure to be used when holidays fall on a Saturday or a Sunday.

II. PERSONNEL AFFECTED:

Personnel employed on a twelve-month basis.

III. PROCEDURE:

In the event that a holiday listed in the policy falls on a weekend, the day preceding or following the official holiday will be the observed holiday. If the official holiday falls on a Saturday, then the preceding Friday will be the observed holiday. If the official holiday falls on a Sunday, then the following Monday will be the observed holiday.