

## **Calendar**

An official ESD 123 calendar shall be prepared annually by the Superintendent or designee.

In preparation of the calendar, the Superintendent or designee shall adhere to the following guidelines:

1. The calendar shall correspond to the fiscal year of ESD 123 and shall be presented to the Board as an informational item prior to the beginning of that year, if possible.
2. The calendar shall clearly indicate all holidays and other significant dates.
3. Established holidays shall be in conformity with Federal and State laws and with the practices of the member districts of ESD 123. Full-time staff shall be granted thirteen (13) holidays per fiscal year which will not count against any other form of leave.
4. Employees in leadership roles whose positions require them to work 12 months a year, but less than full-time (260 days), shall be granted four (4) paid holidays (those occurring on Mondays as defined in RCW 28A.150.050)

First Reading: 12/16/21

Second Reading: 01/27/22

Adoption: 1/27/22

### **Reference:**

[RCW 28A.310.220 ESD board—Delegation of powers and duties to superintendent.](#)