

Merced County Office of Education

Steven E. Gomes, Ed.D., Superintendent



Equal Opportunity Employer

March 20, 2012

TO: All MCOE Staff

FROM: Steven E. Gomes, Ed.D. *Stomes*
Merced County Superintendent of Schools

RE: **2012-2013 HOLIDAY SCHEDULE**

Following is the holiday schedule for 2012-2013*:

Wednesday	July 4, 2012	Independence Day
Monday	September 3	Labor Day
Monday	November 12	Veteran's Day (<i>observed</i>)
Thursday	November 22	Thanksgiving Day
Friday	November 23	In lieu of Columbus Day
Monday	December 24	In lieu of Admission Day
Tuesday	December 25	Christmas Day
Tuesday	January 1, 2013	New Year's Day
Monday	January 21	Martin Luther King Day (<i>observed</i>)
Friday	February 15	Lincoln's Birthday (<i>observed</i>)
Monday	February 18	President's Day (Washington)
Monday	May 27	Memorial Day

*CSEA #541 members should refer to 5.23 of the MCOE-CSEA Collective Bargaining Agreement for details regarding substitution of holiday.

Day of Choice - One day to be used on or before June 30, 2013, with advanced administrative approval. Eligible employees:

- Permanent CSEA #541 bargaining unit members
- Full-time permanent non-represented classified employees on range 128 or lower

Regarding holidays for substitutes and short-term classified employees:

1. **Short Term Employees** working more than 20 consecutive days, who work the day before and after a holiday, shall be granted holiday pay.
2. **Substitute Employees** are excluded from holiday pay benefits.

MCOE classified employees assigned to work sites which are closed for winter and spring break will take vacation, Day of Choice or payroll deduction during these periods for days other than those listed above. Exceptions to this rule are subject to the approval of the Primary Department Administrator.

Distribution: Cabinet, New Hire Orientation Packets, CSEA President, MCOTA President

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