



Steve M. Tietjen, Ed.D. | County Superintendent of Schools

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May 17, 2022

TO: All MCOE Staff
FROM: Steve M. Tietjen, Ed.D. (with SMT signature)
RE: REVISED 2022-2023 HOLIDAY SCHEDULE

Following is the holiday schedule for 2022-2023\*:

Table with 3 columns: Day, Date, and Holiday Name. Includes dates from July 4, 2022 to June 19, 2023 and holidays such as Independence Day, Labor Day, Thanksgiving Day, Christmas Day, etc.

\*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, 2023, with advanced administrative approval. Eligible employees:

- Permanent CSEA #541 bargaining unit members
• Full-time permanent non-represented classified employees
• All classified management employees

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