



iLEAD Lancaster
Full-Time and Part-Time Hourly Employee Holiday Benefit Policy
Board Approved: May 19, 2026

The following is our company's holiday benefit policy, which outlines all the days of the year that we acknowledge and observe as holidays. iLEAD Lancaster will close its doors on these days, and employees are expected to comply by not working. Work done on a day that falls on an observed holiday will only be approved when the work is absolutely necessary to perform vital job functions related to the needs of the organization, such as payroll information submission and processing, state reporting, or any urgent matters that cannot be delayed until after the holiday.

Holiday Benefit Policy Effective July 1, 2026 through June 30, 2027

Eligibility

Non-exempt hourly employees who are classified as regular, full-time or part-time employees are eligible to receive holiday pay. "Regular employees" are defined as employees who are hired to work on a regular schedule. For purposes of this Holiday Policy, Temporary or On-Call employees who are placed into a long-term assignment will be considered "regular employees" once they have completed 10 consecutive school days covering the same assignment, and will revert back to Temporary or On-Call when that assignment ends.

Hourly full-time and part-time employees will receive their normal rate of pay for holidays identified by iLEAD and set forth on a schedule issued by Human Resources, and approved by the School Board annually. Employees who are scheduled to work fewer than eight (8) hours per day will receive holiday pay on a prorated basis (paid at the rate of hours that would have normally been worked on that particular holiday day of the week).

Hourly employees who are not scheduled to work during summer break are not eligible to receive holiday pay for any holidays that occur during these breaks.

If a recognized holiday falls during an unpaid leave of absence, no pay will be given for the Holiday.

The following employees are NOT eligible for holiday benefits:

- Temporary employees
- Employees in internship programs.

Paid Holidays

iLEAD Lancaster recognizes the following paid holidays each year:

- Independence Day (7/3/2026)
- Labor Day (9/7/2026)
- Veterans' Day (11/11/2026)
- Thanksgiving Holiday (11/25/2026 to 11/27/2026)
- Winter Holiday (12/23/2026 to 1/1/2027)
- Martin Luther King Day (1/18/2027)
- Presidents' Day (2/15/2027)
- Memorial Day (5/31/2027)
- Juneteenth (6/18/2027)

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

Procedures

The following conditions apply to iLEAD Lancaster's holiday benefit policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at an individual employee's base rate of pay.
- If an hourly employee is scheduled to work on a holiday, the employee will be paid his or her regular rate of pay plus holiday pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Religious Holidays

Apart from observed state and national holidays, some employees may observe separate religious holidays. Employees may take PSL, Vacation, or unpaid time off for an observed religious holiday, unless such an arrangement will cause undue hardship to our company.

Revised 5/19/2026