# INDEPENDENT SCHOOL DISTRICT 834 2023-2024 HOLIDAY SCHEDULE 

## 52 WEEK EMPLOYEES (This also includes District Directors, Principals, and Coordinators/Supervisors/Specialists)

Tuesday, July 4, 2023
Monday, September 4, 2023
Thursday, November 23, 2023
Friday, November 24, 2023
Monday, December 25, 2023
Monday, January 1, 2024
Monday, January 15, 2024
Monday, May 27, 2024
Floating Holiday (2)

Note: Employees working less than a full year shall be eligible for paid holidays on a pro-rated basis in accordance with applicable Master Contract or Terms \& Conditions of Employment. All employees eligible for ten paid holidays will have two floating holidays during the 2023-2024 school-year.

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## PROCEDURES and REMINDERS

PROCEDURES for entering a Floating Holiday into Skyward:

- Leave allocation for Floating Holidays becomes effective July 1, 2023 in Skyward.
- When entering in Skyward please choose the Floating Holiday option.
- Floating Holidays require Supervisor approval and will go through the same approval process as your vacation/non-duty days.


## REMINDERS:

- Please remember the Floating Holiday(s) is the only holiday that needs to be submitted through Skyward.
- The Floating Holidays are two of your ten paid holidays.
- With Supervisor approval, Floating Holidays can be used anytime. They don't have to coincide with a holiday.


[^0]:    Afton-Lakeland Elementary, Andersen Elementary, Brookview Elementary, Early Childhood Family Center, Lake Elmo Elementary, Lily Lake Elementary, Oak-Land Middle School, Rutherford Elementary, St. Croix Valley Area Learning Center, Stillwater Area High School, Stillwater Middle School, Stonebridge Elementary

