

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.06.02 HOLIDAYS



Adopted: 12/20/16
Reviewed: 05/15/22
Revised: 05/15/22

Approved: 

Purpose: The District shall recognize and observe certain legal holidays as set forth by the State of Washington schedule.

References: RCW 1.16.050

Procedure:

1. The District observes the following holidays:

a) New Year's Day	January 1
b) Martin Luther King Day	Third Monday in January
c) President's Day	Third Monday in February
d) Memorial Day	Last Monday in May
e) Juneteenth Day	June 19
f) Independence Day	July 4
g) Labor Day	First Monday in September
h) Veterans' Day	November 11
i) Thanksgiving Day	Fourth Thursday in November
j) Native American Heritage Day	Friday following Thanksgiving
k) Christmas Day	December 25
2. Each fulltime, fully compensated, non-contract employee shall be granted one additional day as a personal holiday.
3. If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.
4. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday.
5. If the holiday falls on a regularly scheduled day off, the employee will be provided a day off immediately following or immediately preceding the observed holiday.
6. Holiday time shall be observed in days.
7. All bargaining unit members shall refer to their contract and will be paid in compliance with contract provisions.