

Early Learning Coalition



of Pinellas County, Inc.

Policy: ELCPC-61.3.6	Title: School Readiness Provider Holiday Reimbursement	
	Review Date: July 2013	Next Review Date: July 2014

References:

60M-4.500 Reimbursement-General Provisions Regarding Reimbursements for Holidays and Absences

School Readiness Agreement
School Readiness Provider Manual

Purpose: To identify reimbursable holidays for School Readiness providers.

Background: School Readiness Providers may be reimbursed for up to 12 recognized holidays approved by the Coalition. In the past, providers chose their own 12 paid holidays. While providers typically chose most of the same holidays each day must be keyed into the data system manually. Administratively, this creates a huge workload and conflicts with Florida Administrative Code 60BB-4.500.

Policy:

A. School Readiness Providers are eligible for reimbursement for observance of the following 10 Recognized Holidays:

New Years' Day	January 1 st
Martin Luther King's	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving	Thanksgiving Day
Day after Thanksgiving	
Christmas Eve	December 24 th
Christmas	December 25 th

Holidays falling on a Saturday will be observed the Friday before; holidays falling on a Sunday will be observed the Monday after. Observance dates will be issued annually by the Coalition.

Providers who serve School Readiness children on these holidays in an effort to provide service and support to the families they serve who are required to work on these holidays may request a modification to the Holiday Schedule to allow them to observe the holiday on an alternative day subject to approval by Coalition staff. These requests are documented on the Holiday Schedule Form submitted annually.

B. School Readiness providers are eligible for up to 2 Floating Holidays per calendar year.

New School Readiness providers who are certified after June 1 will receive 1 floating holiday for that calendar year.

Floating holidays must be identified on the Holiday Schedule Form. Changes to floating holidays will not be permitted.

Providers may choose to utilize floating holidays for professional development or preplanning purposes.

Exhibits:

Holiday Schedule Form

FAC 60M-4.500