



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Holiday Closure Policy

Category: Employment, Benefits, and Workplace	Policy Description: Office closure related to certain Holidays
Approved Date: 01/22/2013	Replaces Policy Dated:
Effective Date: 01/22/2013	Created By: Ku'ulei Kanahale

PURPOSE:

This policy allows the Ka 'Umeke Kā'eo offices to be closed the day after certain Holidays.

DEFINITIONS:

POLICY:

Ka 'Umeke Kā'eo offices may close on the day after Thanksgiving, the day after Christmas, and the day after New Years upon approval by Administration. Employees must use own leave as these are not paid holidays.

APPLICABLE PROCEDURES:

OTHER RELATED INFORMATION: