



Kiran's Montessori Preschool

3581 Helen Dr, Pleasanton, CA 94588

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Paid Holidays

Kiran's Montessori Preschool is a year round program and I will try to be available every business day. It is conceivable that I may be forced to close occasionally due to vacation, illness, or other emergency. For unscheduled day offs, I will try my best to provide with as much advance notice as possible.

In order to spend quality time with my own family, I will be closed on the following major holidays, these are paid day offs.

2018 Paid Holidays

Date	Holiday
Monday, January 1	New Year's Day
Monday, January 15	Birthday of Martin Luther King, Jr.
Monday, February 19	Washington's Birthday
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, October 8	Columbus Day
Monday, November 12	Veterans Day
Thursday, November 22-23	Thanksgiving Day and the day after Thanksgiving.
Tuesday, December 25	Christmas Day

Yearly Paid Vacation

Like any other professional I will be taking 2 weeks paid, and one week of unpaid vacation. I will try my best to provide you with at least 15 days advance notice about my vacation weeks.

Spring Break	April 2, 2018 - April 6, 2018
Winter Break	December 24, 2018 - December 28, 2018

Yearly Unpaid Vacation

Winter Break	December 31st - 4th January 2019
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Summer Break - 3 weeks TBD

Your payment obligation toward this vacation is as under:

Duration of Service % of Total Payment

- 1 1st week to 13th week 25%
- 2 14th week to 26th week 50%
- 3 27th week to 39th week 75%
- 4 40th week to end of the calendar year (Dec.31) 100%

Note: Duration of service is determined by last day of service contract. For example if you issue the 4 week termination notice during 13th week then your service duration is 13 + 4 weeks and with that your vacation payment obligation is 50% of the total vacation payment for the year.

The Academic year is from August 1st, 2017-June 16 2018

