4-3 POLICY ON HOLIDAY LEAVE

Regular, full-time employees are eligible for holiday pay. Employees may be granted holiday leave with pay for the following holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day or Columbus Day (floating)
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

In the event the holiday falls on a Sunday, the following Monday will be observed as a paid holiday. In the event the holiday falls on a Saturday, the preceding Friday will be observed as the holiday.

Employees may take time off to observe their religious holidays in lieu of one of the holidays specified above. Employees who wish to make a holiday substitution should identify the substitution and decide with their supervisor in advance, who will then forward the change to the Executive Director.

To qualify for holiday pay, employees must work the scheduled workday immediately before and after that holiday. Only excused absences will be considered exceptions to this policy. If a holiday occurs during an employee's scheduled vacation, the employee will receive holiday pay for that day and it will not count as a vacation day. Employees on unpaid leave of absences are not eligible to receive holiday pay.

Adopted on:
Revised on: October 2016
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