

# Holiday Leave Policy

## **Purpose**

The company provides paid time off in observance of eight holidays.

## **Policy**

*(The following is an example of a typical holiday schedule in which there are seven named holidays and one "floating holiday".)*

## **Holidays Observed**

The company observes the following eight (8) paid holidays:

- New Year's Day (Jan. 1)
- Memorial Day (the last Monday in May)
- Independence Day
- Labor Day (the first Monday in September)
- Thanksgiving (the fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Day (Dec. 25)
- Floating Holiday

Before Jan. 1 of each year, the company will publish a list of holidays for that year.

## **Guidelines**

Should a paid holiday fall on a weekend, the nearest weekday will be considered the date for that holiday.

Employees who are scheduled to work on a holiday but who cannot get the time off due to business necessity as determined by their immediate supervisor will have the option of converting that holiday into an additional floating holiday to be used after the date of the scheduled holiday, or they may elect "holiday pay" for that day, which would provide them with their regular daily pay plus holiday pay.

An employee's refusal to work on a holiday when requested to do so is considered an unexcused absence.

Except for work units that are not closed on a given holiday, paid holidays cannot be worked and additional floating holidays taken or holiday pay elected. If the work unit is off that day, there is no option to work.

The floating holiday awarded by the company is available from the first day of the year and may be taken at any time with management approval. Any floating holiday that is elected by the employee because he or she was scheduled to work that day may be taken only after that holiday has occurred. All floating holidays may only be used with adequate notice to and approval from management.

Should an employee be out on an approved paid leave (i.e., paid sick leave) on a regularly scheduled holiday, that day will be paid as holiday leave and not counted as the original leave. An unused floating holiday will be paid out at the end of the year. Floating holidays cannot be carried over.

Seasonal, temporary, or contract employees are not eligible for a paid holiday.

Part-time employees will receive holiday pay in the amount that is equivalent to the number of hours they would have worked, had it not been for the holiday. Part-time employees whose regular schedule would not have them at work on a date when a holiday occurs will not be eligible for that paid holiday.

Holiday pay will include any shift differential or other additional incentive pay (other than overtime) the employee would have earned, had he or she worked that day.

The company recognizes and honors the diversity of its workforce and realizes that there may be religious holidays other than those authorized by this policy for which an employee would like time off. The company will make every reasonable effort to accommodate those holidays through the use of floating holidays or other paid leave time the employee may be entitled to. If all appropriate paid leave time has been exhausted, the company will consider granting additional unpaid time off on a case-by-case basis

Policy approved by:

Date: