

HOLIDAYS

Adopted: 09/18/2019

1. Paid Holidays:

Regular full-time and regular part-time employees are eligible for paid holiday benefits. Part-time employees are paid on a pro-rata basis for holidays. The following are regularly scheduled paid holidays:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

2. **Holidays Occurring on Sunday:** Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday, except for as provided in paragraph 4.

3. **Holidays Occurring on Saturday:** Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday, except for as provided in paragraph 4.

4. When Christmas or New Year's Eve falls on Friday, the holiday shall be observed on the preceding Thursday. When Christmas Eve or New Year's Eve falls on Saturday or Sunday, the holiday shall be observed on the preceding Friday.

5. **Compensation for Working a Holiday:** Non-exempt employees required to work on these holidays shall be compensated with annual leave at the rate of time and one-half.

6. An employee must be in pay status the day immediately preceding and the day immediately following the holiday to receive holiday pay.