

Adopted 8/95

Revised 4/99

1/02

7/04

Subject: PERSONNEL POLICY #20
HOLIDAYS

Regular full-time employees become eligible to receive holiday pay immediately upon hire. Regular part-time employees become eligible to receive holiday pay for their birthdays immediately upon hire. Choices In Community Living recognizes the following as paid holidays throughout a calendar year:

New Year's Day	Memorial Day	Labor Day	Christmas Day
Martin Luther King Day	Independence Day	Thanksgiving Day	Employee Birthday

Holiday Requirements

Choices In Community Living requires employees to work their regularly scheduled hours immediately preceding and following recognized holidays to receive holiday pay. Employees scheduled to work on a recognized holiday must work all hours as scheduled to receive holiday pay. Choices In Community Living may consider the following approved absences as an exception: Bereavement, Civic Duty, Leave of Absence or other unavoidable absence over which the agency and/or employees have no control, subject to the executive director's approval.

Holiday Requests/Approvals

~~Choices In Community Living requires employees to request their birthdays off no less than two weeks in advance and acquire their supervisor's approval. Supervisors may schedule employees who work their regularly scheduled hours on the actual holiday for another day off that is within 15 days before or after the actual holiday. If the needs of the agency and the clients it serves prevent this, employees may request, subject to supervisors' approval, payment of their 8 hours holiday pay. Administrative and office staff will observe holidays that fall on Saturdays on the preceding Friday and holidays that fall on Sundays on the following Monday.~~

Holiday Pay

Eligible employees will receive eight hours pay for a holiday if they work their regularly scheduled hours immediately preceding and following the holiday. Employees who work their regularly scheduled hours on a holiday will receive ~~a \$4.00 per hour premium~~ ^{time and one-half per hour} for each hour worked, except on birthdays. Holiday hours do not count as actual hours worked and are not considered in overtime calculations.

Holiday Pay Out At Termination

Choices In Community Living will not pay unused holiday pay at employee termination.