

510 – Company Holidays

Subject: Company Holidays

Date: May 15, 2017

Purpose:

To provide Company-recognized paid holidays for eligible employees.

Policy:

The Company recognizes eight (7) days during the year as paid holidays for its regular, benefits-eligible staff employees. Those holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

procedures:

1. An employee who is scheduled to work twenty (20) or more hours per week is eligible for holiday pay.
2. Holiday pay is the regular, straight-time rate for the number of hours in an average workday and will be deducted from paid time off accrual
3. A staff employee must be in pay status on the day before and the day following the holiday to be eligible for holiday pay.
4. Holiday pay is not to be considered hours worked in the computation of overtime.
5. Holiday pay will be deducted from PTO (Paid Time Off Bucket)