This Holiday Policy provides you with the flexibility to use your company holiday time off to meet your personal needs, while recognizing your individual responsibility to observe holidays and manage your paid time off.

**Purpose:**

To provide Company recognized paid holidays for eligible employees.

**Policy:**

The Company recognizes (11) eleven days during the year as paid holidays for its regular, full-time employees. Those holidays are New Year's Day, President’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve.

**Guidelines:**

* Employees who are regularly scheduled to work 30 or more hours per week are eligible for holiday pay.
* Holiday pay is the regular straight time rate for the number of hours in an average workday.
* An employee must work the day before the holiday and the day following the holiday to be eligible for holiday pay.
* When the regular holiday falls on Saturday, the preceding Friday shall be considered the Company holiday. When the regular holiday falls on Sunday, the following Monday shall be the Company holiday.
* Employees are not allowed holiday pay while in an out-of-pay status such as leave of absence or layoff or suspension or while receiving short-term disability payments.
* Teacher In-Service Holidays, means the center is closed in observance of the holiday but staff is required to report to work. As such, it is considered a regular work day. To request a Teacher In-Service Holiday off (refer to Time Off Request). Teacher In-Service Holiday is excluded from Holiday Pay.
* Holiday pay is not to be considered hours worked in the computation of overtime.

**Note:** The Center will close the last week of the year December 25-29. December 25th (Christmas) and December 29th (New Year’s Eve) are paid holidays. December 26, 27 and 28 are unpaid days.