All full-time benefit-eligible employees are eligible to receive a day off with pay for their birthday.

**Purpose:**

To provide recognized paid birthday for eligible employees.

**Policy:**

Nest allows employees (1) day during the year to observe their born day. Employees must submit their birthday day off request, in writing, to the Program Director a minimum of two weeks prior to the day off. The day must be taken at a mutually agreed upon date and at the least cost or inconvenience to the center. Employees must be in a full-time benefit-eligible position during their birthday to qualify for the birthday day off.

**Guidelines:**

* Employees who are regularly scheduled to work 30 or more hours per week are eligible for birthday pay.
* Birthday pay is paid at the regular straight time rate for the average number of hours in the employees work schedule.
* Employees wishing to observe their birthday on an alternate day may do so as long as the request is received in advance and does not conflict with partner’s schedule or inconvenience to the center.
* Birthday must be observed in the employee’s birthday month otherwise the day off is forfeited. The birthday off cannot be banked or carried over to another month.
* Birthday requests CAN NOT conflict with partner’s schedule.
* If taking this day creates a hardship within the center, the Center Manager has the authority to require this day off be rescheduled. It should be rescheduled and taken within 15 days of the original scheduled date.
* Employees who do not celebrate birthdays for religious purposes may still have a day off in their birthday month. All other guidelines still apply.
* Employees are not allowed birthday pay while in an out-of-pay status such as leave of absence or layoff or suspension or while receiving short-term disability payments.
* Birthday pay is not to be considered hours worked in the computation of overtime.
* Temporary, part-time, or floaters are not eligible for this benefit.
* Birthday time off is not compensable upon termination.