

PAID HOLIDAYS – NON-AFFILIATED STAFF

542.5

9-month employees shall have four paid holidays – Labor Day, Thanksgiving, Christmas, and Good Friday – and 12-month employees ten paid holidays, including Memorial Day, Labor Day, Thanksgiving, Friday following Thanksgiving, Christmas Eve, Christmas, New Years, Good Friday, the Fourth of July, and one discretionary holiday. Employees over 9 months but less than 12 months, will receive a prorated paid holiday amount. In order to qualify for holiday pay, both 9-month and 12-month employees on an hourly rate must be present on their regularly scheduled workday preceding and following the paid holiday, unless a scheduled vacation is taken or a doctor's certificate verifies illness. Employees will be paid on the basis of their regular daily rate for the week of the holiday.

Approved: 08/12/80

Revised: 06/19/95

Reviewed: 02/21/00

Revised: 08/17/09

Revised: Employee Handbook/8-14-14

Revised: Employee Handbook/8-15-22