

HOLIDAYS

PURPOSE

To provide a competitive paid-time off benefit to recognize traditional holidays

SCOPE

This policy applies to all permanent employees of The Center for Family and Child Enrichment, except where otherwise required through contractual agreement.

POLICY

The following days are recognized as The Center for Family and Child Enrichment paid holidays.

New Year's Day
Dr. Martin Luther King's Birthday
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day

These holidays will be on the dates adopted by the Federal Government and accepted by the State of Florida. Paid holidays which fall on a Saturday will be observed on the preceding Friday; paid holidays which fall on a Sunday will be observed on the following Monday.

Non-exempt employees who work on an Agency holiday will receive overtime pay at time-and-one-half their regular rate for hours worked; in addition to their regular holiday pay. A paid holiday not worked will not be credited as a regular workday for computation of weekly overtime. An exempt employee required to work on a holiday will be given another day off at a time mutually convenient to the employee and the Agency. Only hours actually worked will be used to calculate overtime pay. Employees must be in pay status the day before and after a holiday to receive pay. Employees must work the day before and after a vacation period to receive full vacation pay.

If a paid holiday falls during an employee's vacation, the holiday will not be counted as vacation taken.

An employee who separates or commences an unpaid leave of absence on the last scheduled workday preceding a holiday will not receive holiday pay.