

EASTERSEALS

POLICY: Holidays
SECTION: 4-4
PAGE: ONE OF ONE
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APPROVED BY: BOARD OF DIRECTORS

The Agency observes the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Friday following Thanksgiving
Christmas Day	Fourth of July
Labor Day	Veterans Day
Floating Holiday	

A holiday falling on a Saturday will be observed on the preceding Friday and a holiday falling on a Sunday will be observed on the following Monday. A holiday falling within the vacation period of an employee or during paid medical leave is not counted as part of the vacation or medical leave period.

Floating Holiday is a day that may be taken off for any reason. For example, the floating holiday may be used for Yom Kippur, Kwanza, birthday, etc. Staff must request to take a floating holiday off two weeks in advance and obtain supervisory approval.

Due to the nature of the Agency services, some staff may be required to work on a holiday. In this event another day may be taken as holiday. At the discretion of the supervisor, an extra day's pay may be given if a day off cannot be scheduled.

In light of the nature of our Residential Services, some holidays will be recognized on the actual date of the holiday. The Human Resources office maintains and publishes the annual *Holiday Schedule* which specifies the holidays to be recognized Agency-wide and those specific to Residential Services.

Full and part-time employees will be compensated for holidays if a holiday falls on his/her regularly scheduled work day. The employee will be compensated for the number of hours he/she was scheduled to work that day. However, because the Agency attempts to accommodate flexible work schedules when possible, not all staff will be compensated for all holidays as listed above.

The employee must work his/her normally scheduled work day prior to and after the holiday in order to be eligible for holiday pay, unless prior approval has been obtained from his/her supervisor.

NOTE: Special Transit Services School Year staff will not be paid for holidays.

Companion staff members are not eligible for holiday pay. In addition, companion staff members are responsible for providing day coverage or arranging respite with the staff member supervisor during observed holidays.