

POLICY NAME PAID HOLIDAYS

POLICY NUMBER 2.4.1

CATEGORIES

DATE PROPOSED: 11/8/18

DATE OF VOTE: 1/16/19

ACCEPT (Y/N): Y

The following holidays shall be the official holidays for all full-time employees of the Ice Sports Center (ISC):

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

In addition, one (1) other floating holiday during the calendar year may be used as desired by eligible employees. Regular time-off request policies will apply (see policy 2.3.9).

As many employees as possible will be allowed off on a recognized holiday. However, due to the nature of the business we are in, we will be open on certain holidays for special events. All full-time employees required to work on a holiday, or if such holiday falls on the employee's off day, shall have such holiday deferred and shall be authorized to take said holiday off on another day equivalent to one hour for each hour worked on the recognized holiday, not to exceed the value of the holiday.

Any deferred or accrued holiday time earned during a calendar year must be taken prior to the end of the last pay period in June of the following year.

When any hourly non-exempt employee is required to work on a scheduled holiday, that employee will be paid one and one-half his or her regular rate of pay.

Full-time employees, both exempt and non-exempt shall be paid eight (8) hours straight time for holiday closings on their scheduled work days.

Full-time hourly employees required to work on holidays shall be paid time-and-one-half for hours worked. (See policy 2.3.1 regarding full-time classification.)

Full-time exempt employees required to work on holidays shall be paid their regular wage.

Equitable administration of the policy is the responsibility of the Personnel Relations Manager and Senior Facility Manager.

COMMENTS: Supersedes Policy #43 and Policy #66

