

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Benefits
Section 402 – Holidays

1. Paid Holidays

- a. The Partnership will grant holiday paid time off to all eligible employees on the holidays listed below:
- 1) New Year's Day (January 1)
 - 2) Martin Luther King, Jr. Day (third Monday in January)
 - 3) Good Friday (Friday before Easter)
 - 4) Memorial Day (last Monday in May)
 - 5) Juneteenth (June 19)
 - 6) Independence Day (July 4)
 - 7) Labor Day (first Monday in September)
 - 8) Veterans' Day (November 11)
 - 9) Thanksgiving Eve (fourth Wednesday in November)
 - 10) Thanksgiving Day (fourth Thursday in November)
 - 11) Day after Thanksgiving Day (fourth Friday in November)
 - 12) Christmas Eve (December 24)
 - 13) Christmas Day (December 25)
 - 14) Floater Day (1 extra day during the year to be determined by the President)

Note: The Partnership is closed one week during the Christmas holidays

2. Eligibility for Paid Holidays

- a. All regular, full-time and part-time employees in good standing will receive holiday pay at their regular rate of pay, provided they meet the following conditions:
- 1) Are in active pay status (including paid leave) on the last work day prior to the paid holiday or on the first work day following the paid holiday.
- b. Full-time and abbreviated schedule employees receive holiday pay at their regular rate of pay multiplied by 8 hours.
- c. Part-time employees receive holiday pay at their regular rate of pay multiplied by 4 hours.
- d. Employees will not be entitled to holiday pay in the following circumstances:
- 1) The employee is in an out-of-pay or layoff status.
 - 2) The employee is on an unpaid leave of absence when the holiday occurs

3. Procedures

- a. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.
- b. If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday. Written approval is required by the President before an employee works on a holiday.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Benefits

Section 402 – Holidays

- c. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.
- d. The Partnership will close for one week during the Christmas holiday. Each employee will need to reserve a number of their vacation or personal days each year (to be determined each year) to accommodate the closing of the office for that week. If an employee does not have any available vacation or personal time, the days (other than holiday) will be an unpaid leave of absence.
- e. Paid time off for holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed.