

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> Lisa Beedon	<b>DATE SUBMITTED:</b> 10/31/81	<b>SECTION:</b> Human Resources	
<b>BOARD APPROVED ON:</b> 09/2022	<b>DATE REVISED:</b> 10/01/2022, 11/14/2022, 10/11/2023	<b>SUBJECT:</b> Holidays	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 01/18/17, 01/18/19, 05/05/21, 09/09/2022, 11/14/2022, 10/11/2023		<b>POLICY #:</b> ED-017	<b>PAGE #:</b> 1 of 1

**I. APPLICATION**

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It is the policy of the organization to reimburse employees working the following holidays at a rate of double time.

- New Year's Day
- Easter
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas Day

**III. ELIGIBILITY**

Employees must work a full shift either on the employee's last scheduled work shift prior to the paid holiday and the employee's first scheduled full shift after the paid holiday.

Should the employee be unable to work a full shift on the employee's last scheduled day because of illness, proof of illness will be required to qualify for the paid holiday.

Employees *will not* be entitled to holiday pay in the following circumstances:

- The employee is in an out-of-pay status or in a layoff status.
- The employee is on an unpaid leave of absence when the holiday occurs.