

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

SUBMITTED BY: Lisa Beedon	DATE SUBMITTED: 06/87	SECTION: Human Resources	
BOARD APPROVED ON: 07/87	DATE REVISED: 07/01/15, 02/01/19, 10/01/2022, 11/14/2022	SUBJECT: Paid Holidays	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/21/19, 02/01/19, 02/17/21, 09/09/2022, 11/14/2022		POLICY #: ED-026	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to the following full-time positions: executive director, division directors, program supervisors, human resources manager, executive assistant, accounts clerk, billing clerk, secretarial assistant, office coordinator, safety and training coordinator and human resources coordinator.

II. POLICY

It shall be the policy of the organization to provide time off with pay for the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Employee Birthday
- Floating Holiday (employee choice)

III. ELIGIBILITY

Employees *will not* be eligible for 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.

If a holiday falls on a Saturday, it will be observed the day before (Friday). If the holiday falls on a Sunday, it is observed the next day (Monday).