**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, account clerk, accounts payable clerk, accounts receivable clerk, outreach coordinator, office coordinator, safety and training coordinator and human resources generalist.

**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 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.

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).