

## D.2.0 HOLIDAYS

(Last Updated 12/20/2021 by Jonathan Culley)

.01 The following holidays are recognized as paid holidays:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day (plus the Friday following Thanksgiving Day)
- Christmas Eve
- Christmas Day

.02 In the event any of these holidays occur on Saturday, the prior Friday will be considered the holiday. If the holiday falls on Sunday, the following Monday will be considered the holiday. If Christmas Day and New Year's Day fall on a Saturday, Sunday, or Monday, then the prior Friday and following Monday will be considered the holidays that correspond with Christmas Eve/Day and New Year's Eve/Day.

.03 The church offices will be closed on these days.

.04 All employees who work at least 12 hours/week will receive holiday pay. For part-time employees, the number of hours paid for holidays is proportional to the number of hours they normally work per week. The formula for calculating the number of holiday hours paid is: [Number of average hours per week for the position / 5 work days per week]. Here are some typical calculations:

<b>If you work...</b>	<b>Then write this many hours for the holiday on your time card:</b>
12 hours/week	2.4 paid hours
15 hours/week	3.0 paid hours
20 hours/week	4.0 paid hours
24 hours/week	4.8 paid hours
29 hours/week	5.8 paid hours

.05 Employees away from work on an unpaid leave of absence other than leaves due to work-related injuries will not be compensated for holidays occurring during their leave of absence.