

3415.5 Holiday Compensation

3415.5.1 Eligibility Requirements

This policy shall apply to salaried and hourly employees scheduled to work 12 hours per week or more.

For example:

Employees scheduled to work at least 12 hours per week are eligible for holiday pay. Employees must be in good standing with the District to be eligible for holiday pay.

3415.5.2 Paid Holidays Offered

The District shall observe the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve
- 2 Floating Holidays

Paid holidays are typically recognized on the Friday preceding the holiday date. The General Manager has discretion to determine the day the holiday is observed based on the needs of the District and employees.

3415.5.3 Hours Compensated

Hours compensated shall be equal to the hours an employee is assigned on a typical workday.

For example:

Employees scheduled to work 4 hours a day, 3 days a week shall be compensated 4 hours per holiday.

3415.5.4 Hours Worked on a Holiday

An employee required to work on an observed holiday shall be compensated 2 times the employee's hourly rate, for each hour worked.