

STATE OFFICE HOLIDAY POLICY

PURPOSE:

This policy defines those days, which are recognized as paid Holidays to be given to and taken by permanent employees of the Multiple District 14 State Office.

GENERAL:

1. The Holidays are as follows:
 - a. New Year's Day
 - b. Presidents' Day
 - c. Good Friday
 - d. Memorial Day
 - e. Independence Day (July 4th)
 - f. Labor Day
 - g. Thanksgiving Day
 - h. Friday after Thanksgiving Day
 - i. Christmas Day
2. Eligibility:

Permanent employees of the Lions State Office are eligible for scheduled holidays as they come due. Pay for a holiday shall be at the employee's regular rate or salary.
3. Holidays falling on Saturday or Sunday:

When a holiday falls on Sunday, the following Monday shall be observed as the holiday. When the holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.
4. Holiday Pay while on Sick Leave:

Employees will receive holiday pay while on paid sick leave. Employees will not receive holiday pay while on unpaid sick leave or for other unauthorized reasons.