

HOLIDAY SCHEDULE

News Year Day (Open Late)
Easter (Closed w/ Pay)
Memorial Day (Open Regular Hours)
Independence Day (Closed w/Pay)
Labor Day (Open Regular Hours)
Halloween (Close early @ 4 pm)
Thanksgiving Day (Closed w/Pay)
Christmas Eve (Closed w/Pay)
Christmas Day (Closed w/Pay)

Guidelines:

1. Employees who are regularly scheduled to work 20 or more hours per week are eligible for holiday pay.
2. Holiday pay is the regular straight time rate for the number of hours in an average workday.
3. An employee must work the scheduled day before the holiday and the scheduled day following the holiday to be eligible for holiday pay.
4. Holiday pay is not to be considered hours worked in the computation of overtime.
5. Holiday pay is paid to employees who are normally scheduled to work that shift. (Ex: If your regular schedule has you working on Easter Sunday only those employees will receive that day off with pay.
5. Employee must be with the company 30 calendar days in order to receive holiday time off with pay.