

Holiday Pay

An employee is paid for a holiday if the employee works the last day they are scheduled to work before and the first day they are scheduled to work after the holiday or if the employee is on approved paid leave.

Employees who work a flex day schedule are encouraged to work a regular work schedule during the weeks in which a holiday falls. Those full time employees who do not adjust their schedule to a regular work week will be required to take annual leave for the difference between the eight (8) hour holiday leave and their flex day schedule.

Part-time employees shall receive paid leave equal to the number of hours that the employee would have worked on the holiday.