

Section I - Recognized Holidays

- A. The following days shall be holidays with pay: New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the last working day before Christmas and Christmas Day.
- B. For non-continuous operations, holidays falling on Saturday shall be observed on the preceding Friday and holidays falling on Sunday shall be observed on the following Monday.
- C. The Human Resources Department will distribute a listing of observed holidays for continuous and non-continuous operations annually.
- D. In order to receive Holiday Pay, the employee must be at work the day before and the day after the holiday or be on approved, paid leave.

Section II - Personal Holidays

- A. Employees hired prior to July 1, shall be provided with three (3) paid personal days per year. Employees hired on or after July 1 shall receive one (1) paid personal leave day for their first year.
- B. Personal Holidays should be scheduled with the employee's supervisor
- C. There shall be no carry-over of Personal Holidays from one calendar year to the next.