

## Holiday Policy

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### Purpose

To provide the benefit of holiday compensation by the agency to eligible employees for time off from work in recognition of certain Federal and State holidays.

### Policy

#### Recognized Annual Holidays

First day of January, also known as **New Year's Day**.  
Third Monday in January, also known as **Martin Luther King's Birthday**.  
Third Monday in February, also known as **President's Day**.  
Last Monday in March, also known as **Seward's Day**.  
Last Monday in May, also known as **Memorial Day**.  
July 4<sup>th</sup>, also known as **Independence Day**.  
First Monday in September, also known as **Labor Day**.  
October 18<sup>th</sup>, also known as **Alaska Day**.  
November 11<sup>th</sup>, also known as **Veteran's Day**.  
Fourth Thursday in November, also known as **Thanksgiving**.  
December 24<sup>th</sup>, also known as Christmas Eve.  
December 25<sup>th</sup>, also known as **Christmas**.

Juneau Care-A-Van employees, under their labor agreement, recognize the following holidays:

First day of January, also known as **New Year's Day**.  
Last Monday in May, also known as **Memorial Day**.  
July 4<sup>th</sup>, also known as **Independence Day**.  
First Monday in September, also known as **Labor Day**.  
Fourth Thursday in November, also known as **Thanksgiving**.  
December 25<sup>th</sup>, also known as **Christmas**.

Ketchikan and Sitka Paratransit employees recognize the following Holidays.

First day of January, also known as **New Year's Day**.  
July 4<sup>th</sup>, also known as **Independence Day**.  
Fourth Thursday in November, also known as **Thanksgiving**.  
December 25<sup>th</sup>, also known as **Christmas**.

Non-union Care-A-Van employees follow the general CCS holiday schedule.

If a holiday falls on a Saturday, the preceding Friday will be the observed holiday. If a holiday falls on a Sunday, the following Monday will be the observed holiday. When a holiday falls on a Sunday and the following Monday is also an observed holiday (i.e. Christmas Eve, Christmas Day), the preceding Friday will be the observed Sunday holiday closure.

Senior Centers will close according to the above approved holiday closure schedule and during emergency closures approved at the discretion of the Executive Director.  
(Please see Emergency Closings Policy)

## Procedure

### **Holiday Compensation**

Part-Time, Full-Time, and Temporary employees are eligible holiday pay 1) if they work or are on approved leave their scheduled day before and their scheduled day after the holiday and 2) if their regularly scheduled workday & hours falls on a CCS observed holiday.

Employees who are required to work on a holiday will be paid at their regular rate for hours worked plus holiday pay. Employees on unpaid leave will not receive holiday pay.

Holiday pay is paid for the employee's scheduled hours.

### **Holiday Worked**

If an employee is required to work a holiday due to a business need and with the prior approval of the employee's supervisor, the employee may either:

1. receive holiday pay in addition to the hours worked; or
2. may take the holiday on an alternate day within in the same month (exceptions may be made with approval by the Executive Director).

The employee must fill out, a Holiday Worked Request form in advance of the holiday. The form must be signed by the employee's immediate supervisor and submitted to the Payroll team during the pay period of the recognized holiday.

## Catholic Community Service Personnel Policies and Procedures

### Scope

All eligible Catholic Community Service employees.