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## **HOLIDAYS**

All Full Time/ Full Year and Full Time/ Part Year employees are entitled to the following scheduled holidays off with pay annually:

New Years Day	Labor Day
Martin Luther King Day	Thanksgiving
Presidents Day	Day after Thanksgiving
Good Friday	Four Winter Break Days

\*Independence Day and Memorial Day (Full Time/ Full Year employees only)

Annually, the Executive Director will distribute the schedule of the upcoming years' holidays. The schedule will include the holidays listed above and the date each holiday will be observed.

Full Time employees will be paid for holidays that fall during their Probationary Period.

Employees may use scheduled paid time off the day before or after a holiday. Any employee calling in to use unscheduled paid time off the day before or after a holiday will not be paid for the holiday time unless a doctor's statement is provided upon return to work.

Employees wishing to observe a religious or secondary holiday not recognized by HSWC, Inc. on the scheduled holiday list may request to use a personal leave day or vacation leave day. Leave must be requested in advance and submitted in writing.

*Approved by BOD 12/16/2002*

*Approved by Policy Council 1/13/2003*