

Policy

It is the policy of Catholic Charities of Los Angeles, Inc., hereinafter referred to as CCLA, to grant up to twelve (12) holidays per year for eligible employees.



Procedures

A. Holiday time off holidays include:

1. New Year's Day (January 1)
2. Martin Luther King, Jr., Day (Third Monday in January)
3. Presidents' Day (Third Monday in February)
4. Good Friday (Friday before Easter)
5. Memorial Day (Last Monday in May)
6. Independence Day (July 4)
7. Labor Day (First Monday in September)
8. Thanksgiving (Fourth Thursday in November)
9. Friday after Thanksgiving
10. Immaculate Conception* (December 8)
11. Christmas Day (December 25)
12. Personal Holiday

*Holy Days are observed only if they fall on an employee's regularly scheduled workday.

POLICY #

HR 711

SUBJECT:

Holidays

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B. Holiday pay is calculated on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Employees must have successfully completed the Introductory Period of one hundred eighty (180) calendar days of service to be eligible for one (1) personal holiday in each anniversary year. Personal holidays must be scheduled with the prior approval of the employee's supervisor. Paid time off for holidays is not counted as hours worked for the purposes of determining overtime.

C. If an eligible nonexempt employee works on a recognized holiday, the employee will be paid consistent with all applicable wage and hour laws.

D. A recognized holiday that falls on Saturday will be observed on the preceding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday.

E. An employee must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday to be eligible for holiday pay. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick time), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Approved by the
Executive Director:

A handwritten signature in black ink, appearing to read "M. C. Cox", is written over a horizontal line.

EFFECTIVE DATE
06/17/99

DATE ADOPTED
BY BOARD
12/07/99

SUPERCEDES
HR 307 1/89