

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.22
Effective Date:	June 2018
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Policy: The Holiday Pay Policy will provide administrative guidelines for management regarding Holiday Pay. It will clearly define Holiday Pay and its administration to management and employees of St. Joseph Academy.

Major holidays will be paid automatically based on the employee’s FTE level (1.000 = 8 hours of pay; .500 = 4 hours of pay; etc.). Major holidays consist of New Year’s Day, Martin Luther King Jr. Day, Good Friday, Juneteenth Day, Memorial Day, 4th of July, Labor Day, *Veteran’s Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day, and New Year’s Eve. If a major holiday falls within the 90th day of employment of an hourly employee, that employee will not be eligible for Holiday Pay. The Holiday Pay is kept separately and does not come out of the Paid Time Off bank.

Holiday Pay is based off of an employee’s FTE and is paid as follows:

- | | |
|----------------|----------------|
| 1.0 = 8 hours | .7 = 5.5 hours |
| .9 = 7 hours | .6 = 5 hours |
| .8 = 6.5 hours | .4 = 4 hours |

If the Holiday falls on a Saturday, the Holiday will be observed on the preceding Friday; if the Holiday falls on a Sunday, the Holiday will be observed on the following Monday. *In order to be eligible for Veteran’s Day the employee must submit documentation to confirm Veteran status.

In order to be eligible for Holiday Pay, employees must not have an attendance infraction (late or absence) and must work the full scheduled shift before the holiday, on their scheduled holiday, or the scheduled day after a major holiday in order to receive Holiday Pay or substitute PTO the day before and after the Holiday. Holiday Pay is not paid while on FMLA.

Every manager is responsible for the tracking of attendance and for identifying when an employee is not eligible for Holiday Pay. In the event of an attendance violation, the manager must:

- a. Delete the Holiday Pay code from the employee’s timesheet,
- b. Notify the employee of the violation and that they are not being given Holiday Pay.
- c. Notify Payroll of the employee who is not eligible for the Holiday Pay.

*Veteran’s Day eligibility: employee must submit documentation to confirm Veteran status prior to Holiday.

Approved by: Tabitha Jones
President/CEO

Date: 8/4/23