

Procedure Title:**EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-0-5****Policy Title:**

Holidays

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone will grant Holiday time off to all employees on the holidays listed below:
 - Employee's Birthday
 - New Years Day (January 1)
 - Easter
 - Memorial Day (last Monday in May)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Thanksgiving (fourth Thursday in November)
 - Christmas Day (December 25)
2. Keystone will grant paid holiday time off to all eligible employees who have completed 90 calendar days of service in an eligible employment classification. If an employee is scheduled on a holiday, every attempt will be made to provide a regular scheduled day off as close to the holiday as possible. Holiday pay will be calculated based 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 up to a maximum of eight hours. Eligible employee classification(s):
 - Regular full time employees

3. Regular part-time employees who consistently work 1000 hours annually are entitled to 4 paid holidays per year:
 - Easter
 - Independence Day
 - Thanksgiving
 - Christmas Day

4. To be eligible for holiday pay, employees must work their scheduled day immediately preceding and their first scheduled day immediately following the holiday.

5. If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave) the holiday is considered a holiday and not a vacation (or sick) day.

6. If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at their regular rate for the hours worked on the holiday, including overtime of applicable.

7. Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

NOTES: