**Public Holiday Policy**

**PURPOSE AND APPLICATION**

A standard policy allows all employees and their supervisors, notably Human Resources, to interpret it consistently (HR). Our company's holiday policy outlines the days of the year that the company recognizes as holidays and provides additional guidelines for holiday compensation and exclusions.

Except for those covered by a collective bargaining agreement, this policy applies to all [Company Name] employees. Exempt or non-exempt status will be discussed individually in the policy.

**POLICY ELEMENTS**

Following are the days off that [Company Name] observes:

* New Year's Day
* Martin Luther King’s Day
* President’s Day
* Good Friday/Easter Monday
* Memorial Day
* Independence Day
* Labor Day
* Columbus Day
* Veterans Day
* Thanksgiving Day
* Christmas Day

**NOTE : The public holidays may vary from company to company. [Company Name] consider the following days as public holidays.**

Unless a certain department or sector of our organization needs to work during these days, most employees consider these holidays to be "off days."

If a holiday falls on a day when our company is closed, we shall not count it as a company’s day-off. HR is in charge of notifying employees and updating our internal HRIS with the public holidays.

In addition, our company provides a floating day, which employees can use as a holiday on any day they choose. Floating days that are not used do not normally accrue.

A substitution day can be taken as time off if an employee misses a holiday owing to a compressed work week. Employees who wish to use their substitute day must notify their boss and Human Resources.

**Working on a Holiday**

When it becomes necessary to work on holidays, we will:

* notify employees at least [one week] in advance if they are scheduled to work on a holiday.
* Pay non-exempt employees a premium on top of their usual hourly rate. Non-exempt employees shall be paid the predetermined overtime rate for extra hours worked if they are obliged to work overtime.
* Exempt employees should be given an additional day off within [12 months] of the holiday.

We [won't] use the number of hours employees worked on a holiday to determine whether they are eligible for overtime compensation or to compute the amount of overtime due.

**Holiday pay entitlement policy**

Exempt personnel are entitled to their regular pay without reductions for holidays observed by our company, whether or not they work on those days. Part-time employees will be compensated based on the number of hours they worked on that given day.

After working for us for more than [number of months] on a full-time basis, permanent non-exempt employees are entitled to holiday pay in addition to their normal pay.

Holiday pay is not paid to temporary non-exempt employees.

**When employees are on leave, they are entitled to holiday pay.**

On some holidays, personnel may be on leave (sick, vacation, etc.). If they are on a pay status, we will pay them the amount they are entitled to (e.g. PTO.) They are not eligible to holiday pay if they are on non-pay status (e.g., a temporary layoff).

**Religious Day Offs**

Some employees may observe religious holidays in addition to state and national holidays. We would allow employees to take unpaid time off for religious holidays in the spirit of anti-discrimination policies, unless doing so would cause our organization undue difficulty.

Employees can also take advantage of their floating day or paid time off to observe religious festivals. They should communicate with HR if they need to take unpaid time off. Employees will be examined and granted permission by the HR department.