

Company Holiday Policy

Policy brief & purpose

Our company holiday policy outlines the days our company acknowledges as holidays and provides relevant guidelines for holiday pay.

Scope

This policy applies to all our employees. Our employees' exempt or non-exempt status calls for different provisions, which we will describe in this policy.

Policy elements

Our company observes the following holidays:

- *New Year's Day*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Thanksgiving Day*
- *Christmas Day*

These holidays are considered "off-days" for most employees, unless a particular department or branch of our company must operate during these days.

If a holiday falls on a day when our company doesn't operate, we will observe that holiday on the closest business day. For example, if a holiday falls on a Sunday, the following Monday will be observed as a holiday. Management is responsible for informing employees by communicating with them directly and or via email.

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Innevape will assume any legal liability that may arise from the use of this policy.
