

CARDIOVASCULAR RESEARCH FOUNDATION
2018 Holiday Policy

CRF will recognize eleven holidays in 2018, including a Floating Holiday. All full-time and part-time employees working 30 hours or more per week are eligible to be paid holiday pay after one day of employment, with the exception of the Floating Holiday (see details below). Part-time employees only receive holiday pay if the holiday falls on their regularly scheduled day to work. Employees on temporary status, on-call status or summer internships are not eligible for holiday pay.

When a legal holiday falls on Sunday, it will be observed on the following Monday; when it falls on Saturday, it will be observed on the Friday immediately preceding the holiday.

2018 HOLIDAYS
(CRF OFFICES ARE CLOSED)

<u>HOLIDAYS</u>	<u>DATE OBSERVED</u>
New Year's Day	Monday, January 1, 2018
Martin Luther King Day	Monday, January 15, 2018
President's Day	Monday, February 19, 2018
Memorial Day	Monday, May 28, 2018
* Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
* Thanksgiving Day	Thursday, November 22, 2018
Day after Thanksgiving	Friday, November 23, 2018
Christmas Eve (extra closure)	Monday, December 24, 2018
Christmas Day	Tuesday, December 25, 2018

Plus: Floating Holiday to be used at employee's discretion (see details below).

*** HOLIDAY EVES**

CRF will officially close the office at 2:00pm on specific holiday eves. The holiday eves in this category have an asterisk (*) preceding the holiday name. Holiday eve early closings will include **only** those holiday eves that occur on Monday, Tuesday, Wednesday or Thursday before the day of a recognized holiday. If a holiday falls on a weekend day and is, therefore, observed on Friday or Monday, or if a holiday actually falls on a Monday, there will not be a holiday eve early closing.

FLOATING HOLIDAY

CRF will grant all full-time and part-time employees working 30 hours or more per week one additional paid day off, known as a Floating Holiday. The Floating Holiday may only be taken after completing the initial 3 months of employment. This day may be used to honor any holiday an employee celebrates that is not listed above, such as religious holidays, or for any other personal reason. The Floating Holiday must be used by December 31st of each year, or it will be forfeited.