

# Holiday Policy

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**Company Name:** [Your Company Name]

**Policy Number:** HR-001

**Effective Date:** January 1, 2025

**Last Revised:** January 1, 2025

**Applies To:** All Employees

## 1. Purpose

This policy outlines the company's recognized holidays and the guidelines for holiday pay and scheduling. The company recognizes the importance of providing employees with paid time off to observe national holidays and spend time with family and friends.

## 2. Scope

This policy applies to all full-time and part-time employees. Temporary and contract workers should refer to their individual agreements for holiday entitlements.

## 3. Recognized Holidays

The company observes the following paid holidays each year:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (Third Monday in January)
- Presidents' Day (Third Monday in February)

- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Day After Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)

**Total:** 10 paid holidays per year

## 4. Eligibility

Full-time employees are eligible for all paid holidays. Part-time employees receive holiday pay on a pro-rated basis according to their scheduled hours.

## 5. Holiday Pay

### 5.1 Regular Holiday Pay

Eligible employees will receive their regular rate of pay for recognized holidays, even if the office is closed.

### 5.2 Holidays Falling on Weekends

When a holiday falls on a Saturday, it will typically be observed on the preceding Friday. When a holiday falls on a Sunday, it will typically be observed on the following Monday.

### 5.3 Working on a Holiday

Employees required to work on a recognized holiday will receive their regular pay for the holiday plus time-and-a-half for hours worked, or may be eligible for a compensatory day off at management's discretion.

## 6. Holiday During Vacation or Leave

If a recognized holiday falls during an employee's scheduled vacation or approved leave period, the holiday will not be counted as a vacation or leave day.

## 7. Eligibility Requirements

To receive holiday pay, employees must:

- Work their scheduled day before and after the holiday, unless on approved leave
- Be in active employment status on the holiday

## 8. Office Closure

The company office will be closed on all recognized holidays. Essential personnel required to work will be notified in advance.

## 9. Floating Holidays

In addition to the recognized holidays listed above, full-time employees receive 2 floating holidays per year that may be used at the employee's discretion with manager approval. Floating holidays must be used within the calendar year and do not carry over.

## 10. Religious Observances

The company respects all religious beliefs. Employees wishing to observe religious holidays not included in the company's holiday schedule may use floating holidays, vacation days, or unpaid time off with advance notice and manager approval.

## 11. Policy Review

This policy will be reviewed annually and may be modified as necessary to reflect business needs and legal requirements.

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**Questions?** Please contact the Human Resources Department.

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