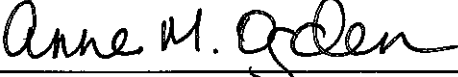


**Catholic Charities Disabilities Services  
Agency Standard and Procedure**

<b>Standard Category</b>	Human Resources
<b>Standard Title</b>	Holiday Time
<b>Original Issue Date</b>	March 11, 2011 & November 20, 2013
<b>Latest Revision Date</b>	January 6, 2017
<b>Number of Pages</b>	2
<b>Attachments</b>	none
<b>Approved by:</b> Anne M. Ogden, Executive Director	

**Standard and Procedure**

1. Catholic Charities Disabilities Services observes twelve (12) paid holidays each year. The specific dates (or recognized dates) are determined in advance of the new calendar year and a memo providing such dates is issued to employees prior to the beginning of the new calendar year. The holidays observed are:
  - New Year's Day
  - Martin Luther King Day
  - President's Day
  - Good Friday
  - Memorial Day
  - 4<sup>th</sup> of July
  - Labor Day
  - Columbus Day
  - Thanksgiving
  - Day after Thanksgiving
  - Christmas Eve
  - Christmas Day
  
2. Holiday time is not intended to be cumulative. When not observed on the recognized holiday, it should be taken, if possible, during the following 60 calendar days. All holiday time requests must be approved by the employee's supervisor. The scheduling of holiday time is based on the employee's requested date and needs of the program/agency.
  
3. If an employee takes time off and they have accrued holiday time, they must use the holiday time first before using CLT.

4. Holiday time that is not taken within 60 calendar days of the actual holiday will be paid-out to employees in the pay period following the 60 day period.
5. Days of religious significance may be substituted for holidays or taken as CLT, but scheduling must be approved by the employee's supervisor to meet the operational needs of the agency.
6. When a holiday falls during an employee's paid leave, this day will be charged to Holiday time rather than against CLT or MLT.
7. When a holiday falls within an employee's scheduled day(s) off, there is no charge to their holiday time. The earned holiday time may be used on another day within the following 60 day period.
8. Employees that regularly work fewer than 40 hours per week and are in a benefit status will accrue prorated Holiday time.
9. Holiday time is not considered time worked for the purposes of overtime calculation.
10. An employee leaving the agency is entitled to payment for unused holiday time in accordance with the CLT payout policy.