

Holiday Policy Commonly Asked Questions

Q: Do I qualify for a paid holiday?

A: Any full time employee or part time permanent employee working 30 or more hours a week is paid for holidays.

Q: How many hours of holiday pay do I get if I work 30 hours a week, 6 hours per day?

A: You would qualify to get 6 hours per day for the holiday.

Q: How many hours of holiday pay do I get if I work different hours each day on a 35 hour work week, on a flex schedule?

A: You would qualify to get an average of the hours worked per week not to exceed 7 hours in a day.

Q: What if I work a flex schedule & I am normally scheduled off on Fridays and the holiday falls on a Friday?

A: You would have to take off the day before the holiday to accommodate for the holiday.

Q: What if I work a flex schedule & I am normally scheduled off on Mondays and the holiday falls on a Monday?

A: You would have to take off the day after the holiday to accommodate for the holiday.

Q: When a holiday falls on a Saturday, the preceding Friday shall be observed. If I normally have Friday's off when do I take my holiday?

A: You would have to take Thursday before the holiday off to accommodate for the holiday.

Q: When a holiday falls on a Sunday, the following Monday shall be observed. If I normally have Mondays off when do I take my holiday?

A: You would take Tuesday after the holiday off to accommodate for the holiday.