

## OFDDA POLICIES

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### PAID HOLIDAYS POLICY

#### 1.0 PURPOSE

The purpose of this Policy is to designate paid holidays for employees and establish guidelines.

#### 2.0 ELIGIBILITY

2.1 All regular full time and part time personnel are eligible for paid holidays.

#### 3.0 OPERATION

3.1 Pay for a holiday shall equal the number of hours that an employee is regularly scheduled to work on a normal work day, times regular hourly rate of pay.

3.2 Holidays which occur during vacations or sick leave will not be charged against such leave.

3.3 An employee who works on a recognized holiday which falls on their regular work day, shall be compensated at a rate equal to twice their regular hourly rate of pay. In lieu of receiving additional pay, an employee may elect to take Comp Time if the maximum number of Comp days has not been accumulated by the employee. (See Policy 105, Comp Time Policy)

#### 4.0 DESIGNATED PAID HOLIDAYS

4.1 Paid holidays provided to personnel listed in 2.1 are as follows:

New Year's Day  
President's Day  
Memorial Day  
July 4th  
Labor Day  
Veterans' Day  
Thanksgiving Day  
Christmas

4.1.1 In addition, each employee is entitled to one floating holiday which may be taken any time during the year at the employee's option.