**Current Paid Day’s Off Policy**

## D. Paid Days Off

### -Closures

New Year’s Day (January 1)

Martin Luther King Day (3rd Monday in January)

President’s Day (3rd Monday in February)

Memorial Day (last Monday in May)

Independence Day (July 4th)

Pioneer Day (July 24th)

Labor Day (1st Monday in September)

Columbus Day (2nd Monday in October)

Veteran’s Day (November 11th)

Thanksgiving Day (4th Thursday and Friday in November)

Christmas Day (December 25th)

### -Personal Day

Each employee may request one Personal Day each calendar year.

When a holiday listed in *Closures* section falls on a Saturday, the preceding Friday shall be recognized as the Holiday. When a holiday listed in *Closures* falls on a Sunday, the following Monday shall be recognized as the holiday.

All full-time employees working 30 or more hours per week shall be paid eight (8) hours and all part-time employees working between 20-29.75 hours shall be paid for four (4), for the holidays listed above, even though they are not required to work on those days. Employees working nineteen (19) hours or less per week shall receive no remuneration for holidays.

**Proposed Addition to Policy**

New Year’s Day (January 1)

Martin Luther King Day (FLEX) (3rd Monday in January)

President’s Day (FLEX) (3rd Monday in February)

Memorial Day (last Monday in May)

Independence Day (July 4th)

Pioneer Day (FLEX) (July 24th)

Labor Day (1st Monday in September)

Columbus Day (FLEX) (2nd Monday in October)

Veteran’s Day (November 11th)

Thanksgiving Day (4th Thursday and Friday in November)

Christmas Day (December 25th)

Upon mutual consent, staff may opt to flex holidays as noted above (FLEX) to extend the Christmas holiday in leu of using PTO or the Personal Day.