

HOLIDAYS

CCC will grant holiday time off to all employees on the holidays listed below:

New Year's Day (January 1)**

Martin Luther King Jr. Day (third Monday in January)

President's Day (third Monday in February)

Easter Monday (Monday after Easter) - To offset Good Friday and Easter weekend

Memorial Day (last Monday in May)

Independence Day (July 4)**

Labor Day (first Monday in September) Thanksgiving

(Fourth Thursday in November) Day after

Thanksgiving

Christmas (December 25)***

Christmas break weekdays between Christmas and New Year's Day holidays****

CCC will grant paid holiday time off to all employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the Employee's pay rate (as of the date of the holiday) times the number of hours the Employee would otherwise have worked on that day.

CCC will not consider any ministry time off requests for Christmas or Easter.

** If these holidays fall on a Saturday, they will be observed on the preceding Friday. If these holidays fall on a Sunday, they will be observed on the following Monday.

*** If Christmas falls on a Saturday or Sunday, the Christmas Day holiday will be observed on the following Monday.

****Full-time and Part-time employees, who regularly work 20-hrs or more per week, will receive holiday pay for the Christmas break weekdays. Christmas holiday pay will be calculated based on the Employee's pay rate (as of the date of the holiday) times the number of hours the Employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible Employee's paid absence (such as vacation or sick leave), that day will not be counted as a vacation/sick leave day, but as a holiday. The employee will not be charged for a vacation day or a sick leave day.

If eligible hourly employees work on a recognized holiday (at the request of their supervisor), they will be allowed to substitute another day off within the same pay period.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.