

Policy: Paid Holidays with Unpaid Leave Option

Policy #: 6209.0

Date Adopted: 11/18/2024

Date Revised:

Eligibility

Nonexempt hourly employees who fall into the below 4-Week Average Hour Tiers and who have worked for Southern Cascades Community Services District for at least 90 days are eligible to receive holiday pay.

For the purposes of this policy, the 4-Week Average Hours Tiers are calculated on the previous four full weeks (Sunday – Saturday) of hours worked for the employee, prior to the Holiday.

4-Week Average Hours Tiers

Hours Worked	Hourly Holiday Pay Received
32 – 40 Hours	8 Hours
24 – 32 Hours	6 Hours
16 – 24 Hours	4 Hours

Paid Holidays

Southern Cascades Community Services District recognizes six paid holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Should a holiday fall on a weekend the holiday will not be observed.

Procedures

The following conditions apply to Southern Cascade Community Services District's holiday pay policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at the employee's current base rate of pay.

- If an employee is scheduled to work on an observed holiday, the employee will be paid his or her regular rate of pay plus holiday pay in accordance with the 4-Week Average Hours Tier applicable for said employee.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays will not be paid to employees if they fall on a day in which the employee has a restricted work schedule.
- Holidays falling within an approved time off will be recorded as holiday pay.
- An employee must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay.

Time off without pay may be granted to employees who desire to observe a religious holiday that is not recognized by Southern Cascades Community Services District, provided there is no undue hardship to the company.