

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Personnel

**POLICY NO:** 03-019

**SUBJECT:** Holidays

**PAGE(S):** 1 of 1

**EFFECTIVE DATE:** August 1987

**Policy:**

It is the policy of Cottonwood, Inc. to observe holidays each year as may be determined by management. Eligibility for paid holidays depends on employee classification (See Policy NO. 03-002, Employee Classification).

**Procedures:**

1. The holidays observed by Cottonwood, Inc. are:

- New Years Day (January 1)
- Martin Luther King's Birthday (legally observed)
- Spring Break (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Thanksgiving (4th Thurs. & Fri. in Nov.)
- Christmas Day (December 25)

2. Full-time employees will receive their regular rate of pay for each holiday. Part-time employees with benefits will receive holiday pay only for holidays on which they would normally be scheduled to work, and only for their regularly scheduled number of hours. Part-time without benefits and temporary employees are not eligible to receive holiday pay. Eligible employees who work on a holiday will receive regular pay in addition to holiday pay.

3. To receive holiday pay, an otherwise eligible employee must be at work or on an authorized absence, on the work day immediately preceding and immediately following the day on which the holiday is observed. Exceptions may be made at the discretion of the supervisor.

4. If a holiday falls on a Saturday, it will be observed the day before. If it falls on a Sunday, it will be observed on the day after. This policy is in effect for all employees, unless the employee is regularly scheduled to work on an actual holiday, then they will observe the holiday on that day.

5. Cottonwood, Inc. recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the schedule. Accordingly, an employee who desires to take time off for such reason shall be permitted to do so, upon giving prior notice to his or her Supervisor and provided the employee's absence from work does not result in an undue hardship on the conduct of Cottonwood, Inc.'s business. In order to be paid for holidays other than the Cottonwood, Inc. observed holidays listed above, an employee would need to use a vacation day or their discretionary day.