



## **Paid Holidays**

Communities Connected for Kids observes the following holidays each calendar year:

- Day before Thanksgiving Day (half day closure)
- Thanksgiving Day
- Day after Thanksgiving Day/Black Friday
- New Year's Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- One (1) floating holiday
- One (1) wellness day

### Eligibility for Paid Holidays

All regular, non-exempt and exempt, full-time and part-time employees not on unpaid leave of absence will receive holiday pay at their regular rate of pay.

### Procedures

Paid holidays are separate from any accrued TOB or HML time. Holiday pay is not to be considered hours worked in the computation of overtime.

Should a company-recognized paid holiday fall on a Saturday, the holiday will usually be observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday.

The supervisor and/or employee shall notify Human Resources when a floating holiday or wellness day is requested and taken so that the employee's timesheet can be updated accordingly.

Employees that provide on-call coverage or are required to work (with supervisor's approval) on a designated holiday shall be eligible to utilize another day in place of the holiday, prior to the end of the following pay period. The program director or supervisor will notify Human Resources which employees provided holiday on-call coverage and which day they choose to utilize.

- Non-exempt employees providing on-call coverage on the holiday will work from 9:00 am to 5:00 pm, clocking in and out in Kronos, and on-call pay will start at 5:00 pm.
- Exempt employees providing on-call coverage on the holiday will have their hours reflected in Kronos as being worked. Human Resources will apply admin time for the day approved as their designated holiday within the specified timeframe.

Unused days cannot be carried over into the following year, and employees will not be provided with payment in lieu of taking the time off. No payment or gratuity is given in lieu of taking the paid holidays upon termination of employment or retirement.

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*Communities Connected for Kids is a community-based lead agency contracted by the Florida Department of Children and Families. Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.*

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