

# EMPLOYEE HANDBOOK

## HOLIDAYS

**Board Policy:**

**REVIEW DATE: 12/05/2024**  
**DATE APPROVED: 12/05/2024**  
**EFFECTIVE DATE: 01/01/2025**  
**REPLACING POLICY EFFECTIVE: 08/26/2021**

The following are paid holidays for eligible employees:

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year’s Eve Day

**Administrative Procedure:**

**REVIEW DATE: 12/05/2024**  
**DATE APPROVED: 12/05/2024**  
**EFFECTIVE DATE: 01/01/2025**  
**REPLACING PROCEDURE EFFECTIVE: 03/22/2024**

- A. CML will annually post a schedule of closed days and paid holidays on its intranet, MyCML.
- B. Employees regularly working 20 or more hours per week are entitled to paid holiday leave and receive their regular rate of pay for each observed holiday. Employees are paid for a prorated number of hours, not to exceed 8 hours, according to the following schedule:

<u>Hours Scheduled/Week</u>	<u>Hours Paid</u>
40	8.0
30-34	6.0
25-29	5.0
20-24	4.0

- C. If the holiday falls on a weekend, CML will decide whether to recognize the holiday on that day or an alternative day (e.g. the Monday following the weekend).

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- D. Supervisor approval is required to work on a holiday.
- E. Holiday pay is not counted in overtime compensation. Non-exempt employees will be compensated at a rate that is one and one half their regular hourly rate of pay for all hours actually worked in excess of 40 hours in one work week.
- F. Employees whose regular weekly hours are reduced due to a holiday have the following options:
1. Take Unpaid Leave to reach their total regular weekly hours
  2. Take PTO to reach their total regular hours
  3. Full time employees may work to make up the hours within the work week. Part time employees may work to make up the hours within the pay period
- In instances where taking unpaid time would cause an employee's pay to be less than their financial obligations (i.e. benefit costs), available PTO will be applied.

## G. Exempt Employees

1. When an exempt employee works on a paid holiday, or when the paid holiday occurs outside of a normal workweek, supervisors should attempt to accommodate by allowing them to have another day off during the pay period.

## H. Non-Exempt Employees

1. Non-exempt employees who do not work on the observed day of the holiday but work their normal weekly hours or excess hours within the same pay period, will be paid at their regular rate for the holiday time.
- I. Employees on unpaid leaves of absences, paid caregiver leave, paid parental leave or short-term/long-term disability leave are not eligible for paid holiday leave.
- J. Employees who observe religious holidays that are not observed by CML may take time off for the religious holiday using already accrued leave or by making alternative schedule arrangements with their supervisor. A non-exempt employee who does not have a sufficient balance of accrued time may take the time off as unpaid.

### **Related Policies/Forms:**

- Employee Categories
- Extended Medical Leave (Non-FMLA)
- Family and Medical Leave
- Overtime
- Paid Caregiver Leave
- Paid Parental Leave

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- Time Record
- Unpaid Time
- Work Week and Hours of Work