



**Policy:** Holidays

**Revision Date:** 8/25/14

**Effective Date:** 8/26/14

### **Holiday Pay**

Full time employees are eligible for the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Jr.	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving
Memorial Day	Christmas
Independence Day	

- Holidays will not be combined with other paid days.
- Holiday pay is 8 hours at straight time.
- If an employee is called in on a holiday, he/she will be paid for the time worked (minimum of 3 hours) at time and ½. The equivalent number of hours worked will also be banked in the Comp time bank for future use. Any remaining (unworked) hours of an 8 hour day will be paid as straight holiday time.
- To be eligible for holiday pay, the employee must work the scheduled day before and the scheduled day after the holiday.
- The Town Selectmen will establish a holiday schedule to be published no later than the first week of January outlining the holiday dates to be taken that calendar year.

### **Approvals:**

Bill Levakis: \_\_\_\_\_ Date: \_\_\_\_\_

Adam Dolby: \_\_\_\_\_ Date: \_\_\_\_\_

Andy Montanaro: \_\_\_\_\_ Date: \_\_\_\_\_