



POLICY

TITLE: Holiday Pay
POLICY#: HR 9-1
DEVELOPED: 05/1993
REVISED: 05/2022
APPROVED BY BOARD: 05/26/2022

Gulf Coast Jewish Family and Community Services observes 12 paid holidays, including a floating holiday of the eligible employee's choice. Full time employees are eligible to receive paid holidays upon hire, with no waiting period. Saturday holidays will be observed on the preceding Friday, and Sunday holidays will be observed on the following Monday. However, when Christmas Eve falls on a Friday, Christmas Day will be observed on the following Monday, and when Christmas Day falls on a Monday, Christmas Eve will be observed on the preceding Friday. If they both fall on the weekend, the regular rule applies (Saturday Christmas Eve observed on Friday and Sunday Christmas Day observed on Monday).

Paid holidays include:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Memorial Day
4. Juneteenth
5. Independence Day
6. Labor Day
7. Yom Kippur
8. Thanksgiving Day
9. Day After Thanksgiving
10. Christmas Eve
11. Christmas Day
12. Floating Holiday

Nonexempt employees who are required to work on an agency holiday will be paid at double their regular rate of pay for the hours worked.

Exempt employees who are required to work on an agency holiday will be offered another day off within 30 days.

Holiday pay is not considered hours worked in the computation of overtime for nonexempt employees.