

### **303 Holidays**

Effective Date: 3-1-2022

HISID will grant time off to all full-time employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- **Veterans' Day**
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

These recognized holidays are granted to full-time employees apart from PTO time. HISID will grant paid holiday time off to all eligible employees immediately upon employment. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the standard 8-hour day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

#### **Fire Department Holidays**

Each full-time Fire Department employee is eligible for 8-hour holiday pay for all HISID holidays they work after they have been employed full-time for 90 days. This holiday pay will be accumulated, and all firefighters will be paid all holiday pay at the same time on the first paycheck in December. Full-time firefighters working New Year's Day, Thanksgiving Day and Christmas Day will receive 12 hours holiday pay for these holidays.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.