## Policy 505 PAID HOLIDAYS AND CHURCH OFFICE CLOSURE DAYS

The church office is closed and employees who work half-time or more and normally scheduled to work are paid for the following eleven (11) holidays:

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Christmas Day
One Floating Holiday - Staff/Employee Choice

If a holiday falls on a Saturday or Sunday, the day before or after may be granted as a holiday at the discretion of the Senior Minister and/or Personnel Committee.

If it becomes necessary for a person to work on a holiday, compensating hours off will be granted when work schedule permits and with the approval of the Senior Minister. Those employees who work half-time or more and work one of the holidays above are paid their normal wage.

Recommended by Finance Cabinet on April 12, 2010
Adopted by the Board, April 19, 2010
Revision recommended by Finance Cabinet November 9, 2015
Adopted by the Board December 21, 2015
Revisions recommended by Finance Cabinet May 14, 2018
Adopted by the Board August 14, 2018 retroactive to April 9, 2018
Revisions recommended by Finance Cabinet to map to Employee Handbook July 10th, 2023
Adopted by the Board Oct 30, 2023