



POLICY:

Chatham Area Transit Authority provides eligible employees with paid time off for recognized holidays each year. The administrative office will be closed, and all eligible full-time employees are eligible to receive pay for the following holidays:

- New Year's Day
- Martin Luther King Jr's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- Four (4) Floating Holidays

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

POLICY SPECIFICS:

Exempt Employee Holiday Provisions

The following provisions apply to Chatham Area Transit Authority's holiday policy for exempt employees:

- If operational demands do not allow for an employee to observe a recognized holiday away from the office, such employee will be granted an additional floating holiday.
- Holidays will not be paid to employees on any type of unpaid leave.

Non-Exempt Employee Holiday Provisions

The following provisions apply to Chatham Area Transit Authority's holiday policy for non-exempt employees:

- Holiday pay is computed at an individual employee's base rate of pay.
- Holiday pay will not be counted as time worked for the purpose of overtime calculations.
- If an employee is scheduled to work on a holiday, he or she will be paid his or her regular rate of pay plus eight (8) hours of holiday pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Employees must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay. Exceptions will be made for those employees on an approved leave (i.e. vacation, sick, floating holiday, etc.)
- When a holiday falls within an eligible employee's vacation, the employee may elect to extend the vacation period by one day or may retain that vacation day for later use.
- Time off without pay may be granted to employees who desire to observe a religious holiday which is not recognized by the Authority. Such unpaid time will be granted provided undue hardship is not introduced to the Authority and that all floating holidays have been exhausted.



Floating Holidays

All eligible employees receive four (4) floating holidays per year in addition to vacation, sick leave and the Company's regular scheduled holidays. Floating holidays allow employees to have additional paid leave to cover absences for personal reasons such as religious observances or to supplement vacation, sick and holiday leave. The Company, at its discretion, can assign a floating holiday(s) to be observed on a specific day based upon operational needs. This evaluation of floating holidays will be done on an annual basis and communicated during the annual distribution of the holiday schedule. Employees may request to use a floating holiday for any day including a holiday that is not a recognized Company paid holiday as identified in this policy.

Floating holidays are available on January 1 of each calendar year for all eligible employees employed as of that date.

New employees hired:

January – March	4 Floating Holidays
April – June	3 Floating Holidays
July - September	2 Floating Holidays
October – December	1 Floating Holiday

Floating holidays must be taken in the calendar year in which given. Under no circumstances will these days be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

A floating holiday must be scheduled and approved in advance by the employee's department manager.

APPLIES TO:

All full-time, non-union employees of Chatham Area Transit Authority.