

## **HOLIDAYS**

Holidays to which actively working (on the payroll and not on leave of absence without pay) employees are entitled to observe and be paid for throughout the year are as follows:

New Year's Day  
Martin Luther King's Birthday  
Lincoln's Birthday  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Election Day (General Election)  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

NOTE: Should a holiday fall on a Sunday, it is observed on the following Monday. Should a holiday fall on a Saturday, it is observed on the preceding Friday.

The days and dates on which such holidays occur should be provided to all full time employees at the beginning of the year.

Any employee required to work on one of the above mentioned holidays shall receive overtime pay at time and one-half.