



Human Resource Policy Manual

Subject: Holidays

HR Policy: 630

Effective Date:

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Revision:

Revision Date:

Board Approval:

1-23-10

MSHS Policy Council Approval: 1-16-10

HS/EHS Policy Council Approval:

It is the policy of TMC to recognize certain Local and Federal Observances as paid holidays; therefore, on an annual basis and at the discretion of the CEO, 13 days will be designated and announced as paid holidays.

Eligibility:

1.1

All regular and seasonal full-time employees are eligible for holiday pay from their first day of employment.

1.2

All regular and seasonal part-time employees who have a regularly scheduled work week of twenty (20) hours or more are entitled to holiday pay on a prorated basis calculated on their regularly scheduled work hours.

1.3

Those employees on an approved Leave of Absence are not eligible to receive holiday pay.

Holiday Pay:

6.1 For non-exempt, full time team members, Holiday Pay is calculated based on their regular rate of pay for eight (8) hours.

6.2 If an employee is eligible for paid holiday(s) and they are on a paid vacation leave, the employee will receive the Holiday pay instead of the vacation pay.

6.3 Eligible non-exempt employees who work on a scheduled holiday will receive their Holiday Pay plus their regular straight time pay for the hours they work on the Holiday.



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Temporary Employees:

6.4 Temporary employees receive Holiday pay, plus regular pay, for all hours worked on a designated holiday. They receive no pay for holidays not worked.