

Policy Name:	Holiday Policy for 15+ Weekly Hour Employees
Original Written Date:	5.22.18 effective 7.1.2018
Revised Date:	3.9.2021 Board Meeting
Board Approved Date:	Via email 5.22.2018

1.0 PURPOSE

To provide consistent paid holiday benefits for all employees that work 15 hrs. a week or more. The congregation recognizes the importance of holiday time-off. The intent is for the employee to be “whole” within the standard pay period and not penalized due to the recognized holiday.

2.0 SCOPE

- 2.1 Employees are eligible effective their 2nd year of employment.
- 2.2. Eligible employees work 15+ hours per week year-round.

3.0 ADMINISTRATION AND RESPONSIBILITIES

- 3.1 Holiday hours are entered into the google work log as it applies.
- 3.2 Holiday hours should be entered in the QuickBooks timesheet on its own line with Holiday pay in the comments

4.0 POLICY DETAILS

- 4.1 Paid holiday time is available to PCUUC employees who work 15 or more hours per week and have been employed for 1 year.
- 4.2 The six included holidays are: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- 4.3 The number of hours paid for a holiday is 20% of the employee’s current weekly hours. For example, if an employee is working 20 hours per week they will receive 4 paid hours for a holiday.
- 4.4 If an employee has variable hours depending on the time of year, the number of paid hours may change to correspond to those variable hours. For example, if an employee works 20 hours per week most of the year but 15 hours per week during the summer, that employee’s holiday pay will be reduced from 4 to 3 hours during the reduced schedule summer months. The intent of the policy is to make the employee whole and stay within budget.