

	<p style="text-align: center;"><b>TYPE OF ISSUANCE PERSONNEL POLICY</b></p> <p style="text-align: center;"><b>SUBJECT:</b></p> <p style="text-align: center;"><b>HOLIDAYS AND OTHER PAID TIME OFF (PTO) POLICY</b></p>	<p><b>EFFECTIVE DATE:</b> <b>January 1, 2010</b></p> <p><b>APPROVED BY:</b> <b>HEAD START POLICY COUNCIL AND BOARD OF DIRECTORS</b></p>
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**PURPOSE**

The Agency provides Paid Time Off Benefits for certain recognized purposes. These benefits are available to Regular, Annual, and Temporary employees, unless otherwise noted. Available-As-Needed employees are not eligible for any Paid Time Off benefits.

**HOLIDAY PAY**

There are thirteen (13) officially observed holidays:

- New Year's Day---January 1
- Martin Luther King's Birthday---3rd Monday in January
- President's Day---3rd Monday in February
- Harry S Truman's Birthday---May 8
- Memorial Day---Last Monday in May
- Independence Day---July 4
- Labor Day---1st Monday in September
- Columbus Day---2nd Monday in October
- Veteran's Day---November 11
- Thanksgiving Day---4th Thursday in November and the Friday following
- Christmas Eve Day---December 24
- Christmas Day---December 25

Holidays will be observed on the day(s) on which they occur, except that if a holiday occurs on a Saturday it will be observed on the preceding Friday, and if a holiday occurs on a Sunday it will be observed on the next workday.

At times it may be necessary for some staff to work on an official holiday. This is permitted with prior authorization from the Executive Director. Staff will be given another day off within the pay period in which the holiday falls, except in the case of Memorial Day, where the day off may be given in the following pay period. The day selected will be mutually convenient for the employee(s) involved and the Agency.

Part-Time employees will receive holiday pay for holidays that occur on days they would otherwise be at work. The amount of holiday pay given will be the same as the employee would earn had the employee worked on that day.

The Executive Director may excuse a staff member from work as a reasonable accommodation to an employee's exercise of established religious practices.

## **VOTING**

It is the Agency's policy to encourage employees who are eligible to vote to do so when the opportunity occurs. Therefore, on Election days, eligible full-time employees may take up to three hours during the workday to cast their ballots at their assigned polling places.

## **JURY DUTY LEAVE**

It is the Agency's policy to encourage employees who are selected for Jury Duty to serve. Leave with full pay will be granted for those employees who must serve on a jury. The employee must provide written verification of jury duty service when turning in the Activity/Attendance Report for the pay period(s) during which jury duty occurred. Nominal fees paid to the employee for jury duty will not be deducted from the employee's pay.

## **MILITARY TRAINING/ACTIVE DUTY LEAVE**

It is the policy of the Agency to comply with all applicable statutes that require members of the National Guard or Reserves to be given leave of absence for active duty and training exercises under Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who present official orders to report for a period of training or active duty will be granted paid Military Leave for a period not to exceed fifteen (15) working days during the calendar year.

After military leave has been exhausted an employee on extended duty with the military may use personal leave or annual leave during military service. In this case military pay would not be deducted from that portion of the employee's pay attributable to personal leave or annual leave usage.

## **BEREAVEMENT LEAVE**

Bereavement Leave is available to an employee for up to three (3) days when a death occurs in the employee's immediate family. "Immediate family" in this context means the employee's parents, grandparents, siblings, spouse, child, grandchild, comparable step-relations, and comparable in-law relations. If additional leave is necessary or if the death is of a relative not listed above, then personal leave or annual leave may be used (these options are not available to Temporary employees).