

## Policy Change – Paid Holidays

From pages 16-17 of the FUUCA Personnel Policy Manual

### Paid Holidays

Full-time and half time employees are entitled to paid holidays. First UU Church observes the following paid holidays each year:

- New Year's Day
- Martin Luther King Day\*
- President's Day\*
- Memorial Day
- Independence Day (Fourth of July)
- Labor Day
- Veterans Day\*
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- Day before or after Christmas Day (requested in advance for coverage)

Holidays that fall on weekends will be observed on the following Monday or the preceding Friday, at the discretion of the church executive(s). Employees whose regular day off is on an observed holiday can take another day off within one week after the holiday.

In addition to the holidays listed above, full-time and half-time employees may select two floating holidays each year. These must be scheduled in advance and approved by the supervisor.

Part-time employees are not entitled to holiday pay, and are paid only for time actually worked on a holiday.

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\*Employees can choose two holidays from the 3 noted.