SECTION 6: HOLIDAYS

- 1. <u>Purpose and Eligibility</u>. The DK MPO has designated days for observance of holidays. These holidays are granted with pay for eligible employees. Regular full-time and part-time employees are eligible for holiday pay. Holiday pay for part-time employees will be based on the percentage of hours worked. Casual and temporary employees are not eligible for holiday pay.
- 2. <u>Designated Holidays</u>. The DK MPO follows Federal and/or State Holiday schedules and as such the following days are designated as holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

- 3. <u>Scheduling</u>. When one of the above holidays falls on a Sunday, the following Monday will be observed as the holiday. When the holiday falls on a Saturday, the preceding Friday will be observed as the holiday.
- 4. <u>Rate of Payout</u>. Holiday days will be paid out at the employee's pay rate at the time of the holiday. Regular part-time employees are eligible for holiday pay based on the percentage of hours worked.
- 5. <u>Compensation for a Holiday Worked</u>. Full and part-time employees will not be required to work during holidays.