

HOLIDAYS – Facility based services

The following Holidays are observed by Crossroads of Western Iowa LINKS, Adult Day and office facilities:

New Year’s Day
Good Friday
Memorial Day
Independence Day

Labor Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve Day
Christmas Day

These nine holidays will be observed each year. Persons served will be paid for the nine holidays according to average daily earnings for the prior calendar year.

Staff will be paid for the nine holidays within the Paid Time Off system (policy #04-0800A). All staff will be paid for the holiday at the time it is observed, as long as PTO’s are available to use to bring them up to the number of hours they regularly work per week, not to exceed 40 hours per week. All Staff who work the holiday will be paid their holiday PTO’s in addition to their regular hours worked. Differential pay will also be in effect for staff who work the actual holidays as designated below (see policy #04-0805A).

For staff working within the offices, or work services, where working on the holiday would not normally be required, holidays falling on Saturday will be observed on the Friday before. Holidays falling on Sunday will be observed on the following Monday, unless otherwise stipulated by the Chief Executive Officer.

D.M.
SharePoint/Team Site/Policies/Personnel

04-08-02a
Jan. 2000
Nov. 2001
Apr. 2005
Revised Sept. 23, 2010
Revised Jan. 10, 2011
Reviewed Mar. 2013
Reviewed June 2016
Reviewed Jun. 2017
Revised Dec. 2018