



Holiday Pay

Last Updated: October 10, 2019

Last Reviewed: September 4, 2020

Department/Division: Human Resources

Purpose

To provide employees clarity regarding payment of holidays.

Policy

Employees who work or utilize leave time the day before and after a holiday will receive appropriate holiday pay.

Procedure

- Employees must submit a leave request form to their supervisor for the requested days off.
- Supervisors will review leave time requests and submit determined approvals.
- Payroll will receive leave time requests and pay the holiday pay accordingly.