

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Lisa Beedon	DATE SUBMITTED: 10/31/81	SECTION: Human Resources	
BOARD APPROVED ON: 09/2022	DATE REVISED: 11/14/2022, 10/11/2023, 02/04/2026, 9/23/26	SUBJECT: Holidays	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/18/17, 01/18/19, 05/05/21, 09/09/2022, 11/14/2022, 10/11/2023, 12/12/2024, 02/04/2026, 9/23/26		POLICY #: ED-017	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to reimburse employees working the following holidays at a rate of double time.

- New Year's Day
- Easter
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas Day

III. ELIGIBILITY

Employees must work a full shift on the employee's last scheduled work shift prior to the paid holiday and the employee's first scheduled full shift after the paid holiday.

Employees *will not* be entitled to holiday pay in the following circumstances:

- The employee is in an out-of-pay status or in a layoff status.
- The employee is on unpaid leave of absence when the holiday occurs.
- The employee completes training on a paid holiday.