

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

SUBMITTED BY: Lisa Beedon	DATE SUBMITTED: 06/87	SECTION: Human Resources	
BOARD APPROVED ON: 07/87	DATE REVISED: 10/01/2022, 11/14/2022, 3/18/2024, 12/20/2024, 02/04/2026, 07/29/26	SUBJECT: Paid Holidays	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/21/19, 02/01/19, 02/17/21, 09/09/2022, 11/14/2022, 3/18/2024, 12/20/2024, 02/4/2026, 07/29/26		POLICY #: ED-026	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to the following full-time positions: executive director, division directors, program supervisors, human resources manager, executive assistant, senior account clerk, accounts payable/receivable clerk, outreach coordinator, office coordinator, safety and training coordinator, exceptions may apply.

II. POLICY

It shall be the policy of the organization to provide time off with pay for the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Employee Birthday
- Floating Holiday (employee choice) (following the calendar year)

If an employee is approved by the division director to work on a holiday listed above the employee will be paid at a rate of double time for the hours worked on said holiday.

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 an unpaid leave of absence when the holiday occurs.