

Kids Central, Inc. System of Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Paid Holidays

Policy Number: 1173

Origination Date: 7/26/06

Revision Date: 9/24/13

Regulation:

Policy

Kids Central provides ten (10) paid holidays and one (1) paid personal holiday per calendar year to regular, full-time employees.

Paid Holidays

New Year's Day
Martin Luther King Day
Friday before Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
Personal Holiday (1)

1. If a holiday falls on Sunday, Monday will be observed as the holiday. If a holiday falls on Saturday, Friday will be observed as the holiday.
2. With proper notice and approval of your supervisor, an additional day of religious or cultural significance may be taken as a personal holiday in which PTO will be charged or you will receive leave without pay if PTO is not available.
3. The Personal Holiday must be taken within the calendar year or it will be lost.
4. Employees who work on a company paid holiday will be paid their regular pay rate for hours **worked** in addition to holiday pay.

Approved By:

John Cooper, Chief Executive Officer

Date