

**BENCO
Personnel Manual**

HOLIDAYS

The following days will be recognized and observed as holidays:

- New Year's Day
- New Year's Eve (starting 12:00 p.m., Dec. 31st)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve (starting 12:00 p.m., Dec. 24th)
- Christmas Day

Hourly and Salaried non-exempt employees will receive time and a half for working a shift that falls on these holidays. Substitute hourly employees working holidays will receive time and a half.

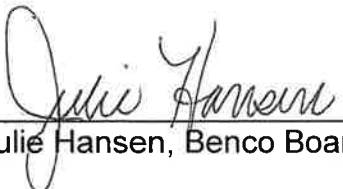
If the holiday shift is canceled and the supervisor has given the employee permission to go home, the hourly and salaried non-exempt employee's whose shift is canceled will receive regular pay for the remainder of the shift.

The hourly/salaried non-exempt employee is then on-call for the remainder of the shift should the need arise for the employee to report back to work during the regularly scheduled shift. Hourly/ salaried non-exempt employees must leave a phone number where they can be reached in case the employee must return to the shift before the shift has ended. The hourly/ salaried non-exempt employee must not travel more than 20 minutes away in case they need to return to work.

For salaried exempt, salaried non-exempt and hourly administrative employees, whenever a holiday falls on a Saturday, the proceeding Friday will be designated as the holiday. Whenever a holiday falls on a Sunday, the succeeding Monday will be designated as the holiday.

Salaried Exempt and hourly administrative employees have the holiday off, paid at their regular rate.

If a salaried exempt or hourly administrative employee is on authorized paid leave or vacation when a holiday occurs, such holiday will not be charged against such leave or vacation.

Approved By 
Julie Hansen, Benco Board President

Date: 7/21/22