**Paid Holidays Policy with Unpaid Leave Option**

**Eligibility**

Nonexempt hourly employees who are classified as regular, full-time employees and who have worked for [Company Name] for at least 90 days are eligible to receive holiday pay.

**Paid Holidays**[Company Name] recognizes six paid holidays each year:

* New Year’s Day.
* Memorial Day.
* Independence Day.
* Labor Day.
* Thanksgiving Day.
* Christmas Day.

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

**Procedures**The following conditions apply to [Company Name]’s holiday pay policy:

* Holiday pay will not be considered as time worked for the purpose of overtime calculations.
* Holiday pay is computed at the employee’s current base rate of pay.
* If an employee is scheduled to work on a holiday, the employee will be paid his or her regular rate of pay plus eight hours of holiday pay.
* Holidays will not be paid to employees on any type of unpaid leave.
* Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
* An employee must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay.

Time off without pay may be granted to employees who desire to observe a religious holiday that is not recognized by [Company Name], provided there is no undue hardship to the company.