

Hawkeye Area Community Action Program, Inc.	Policy # 306
	Page 1 of 1
Holidays	Effective: August 29, 2002
	Revised: September 1, 2014
APPROVED BY: Board of Directors	

Policy Statement

HACAP shall observe the following holidays:

New Year's Day
 Martin Luther King Day
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 The day after Thanksgiving
 Christmas Eve
 Christmas Day

If a holiday falls on a Saturday HACAP will recognize the Friday before as the holiday. If a holiday falls on a Sunday then HACAP will recognize the Monday after the holiday.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.