

Hawkeye Area Community Action Program, Inc.	Policy # 306
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Holidays	Effective: August 29, 2002
	Revised: May 25, 2023
APPROVED BY: HACAP Board of Directors	

Policy Statement

HACAP shall observe the following days as agency paid holidays:

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

Standard Operating Procedure

Employees who perform no work on a holiday shall receive pay equivalent to one day's of the employee's prorated regular pay. If an employee works on a holiday, she/he shall be paid regular time for all hours worked in addition to holiday pay. An employee is eligible for holiday pay if the employee is scheduled and does work during the period in which the holiday falls. The employee must work the day that they are scheduled immediately prior to the holiday and immediately after unless the employee provides verification from the employee's doctor that the employee was unable to work. Such verification shall be provided by the employee upon the day the employee returns to work.

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

Employees on extended unpaid leave are ineligible for holiday pay for holidays that fall within the time frame of the approved leave.

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.