

Name

Date

Holiday Pay

Use the policy below to answer the questions that follow.

Office Furniture Warehouse will grant holiday time off to all full-time employees on the holiday's listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Eve (half of the day off on December 24)
- Christmas Day (December 25)
- Your Birthday (actual birth date)

The paid holiday shall be observed on the day listed above unless it falls on a Saturday or Sunday. Any paid holiday that falls on a Saturday shall be observed the preceding Friday. Any paid holiday that falls on a Sunday shall be observed on the following Monday.

Any employee who is authorized and required to work on a day on which the holiday is observed is entitled to a maximum of eight hours of overtime pay or paid time off at a later date. Such earned holiday overtime pay or paid time off must be mutually agreed upon by the employee and the appropriate administrator prior to the holiday.

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1. How many paid holidays will you receive if you are a full-time employee?

2. How many paid holidays will you receive if you are a part-time employee?

3. If Christmas Day falls on a Sunday, on what day will you receive a paid holiday?

4. You called in on Martin Luther King Day stating that you were observing the day at a peace rally. Will you get paid for this day?

5. You came in on Labor Day to get caught up with your work. Will you get paid for this day?

6. Whom do you need to speak with about arranging a paid day off to make up for answering the phones on Thanksgiving Day?

7. If you take off the day after Christmas, will you get paid for that day?
