

HOLIDAYS

RAILS observes the following holidays and will be closed:

1. New Year's Day
2. Memorial Day
3. Martin Luther King
Day
4. Juneteenth
5. Independence Day
6. Labor Day
7. Thanksgiving
8. Christmas Eve
9. Christmas Day
10. New Year's Eve

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed the following Monday. The current year dates upon which the above holidays are being observed are listed on the RAILS' webpage, under "About" and then "Holidays & Closings".

When a legal holiday falls on a full-time employee's day off, the employee may take an alternative day off, with supervisor approval, within the same pay period.

Full-time and part-time employees regularly scheduled to work at least 20 hours per week on a consistent basis are entitled to receive holiday pay for the hours they would have been regularly scheduled to work on the holiday.

The following conditions apply to RAILS' holiday pay policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at an individual employee's base rate of pay for the scheduled day/holiday.
- Holidays will not be paid to employees on inactive status (any type of leave of absence or layoff status).
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
- Holiday pay eligibility requires employees to work their scheduled shifts on the business day immediately preceding or following the holiday, except in cases where an approved, pre-

scheduled PLAW and vacation time have been documented and authorized by the employee's supervisor. Staff experiencing an emergency should contact a supervisor or Human Resources for assistance.