

## **CURRENT Personnel Code:**

### **d. Holidays**

IHLS observes twelve paid holidays annually: New Year's Day; Martin Luther King, Jr. Day; Presidents Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day and the day following; Christmas Eve Day, Christmas Day, and New Year's Eve. A holiday schedule is posted at the beginning of each calendar year.

All employees who regularly work 40 hours will receive holiday pay based on the number of hours paid during a regular workday. In the event an employee works on a holiday, he/she may choose another day off in lieu of the scheduled holiday. All non-exempt employees that are required to work on a holiday will receive pay at time and a half.

To accommodate employees of varying religions, personal leave, or vacation may be used to be absent during religious holidays.

## **PROPOSED POLICY:**

### **Holidays**

IHLS observes ten paid holidays annually: New Year's Day; Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the day following; Christmas Eve Day, Christmas Day, and New Year's Eve.

A holiday schedule is posted at the beginning of each fiscal year on the IHLS website and on our IHLS Intranet. Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

The following conditions apply to IHLS Holiday pay policy:

- Employees who work 30 hours or more in a scheduled work week will receive a paid holiday. Holiday hours will be based on the number of hours the employee would have been regularly scheduled to work on the holiday.
- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- In the event an employee works on a holiday, he/she will accrue holiday hours that they may choose another day off in lieu of the scheduled holiday. Any holiday hours must be taken by the end of the fiscal year in which they are received, or they will be lost.
- All non-exempt employees that are required to work on a holiday will receive pay at time and a half.
- To accommodate employees of varying religions, employees may choose to work one of the above listed holidays and use that time to be absent during a religious holiday of

their choice. Any holiday hours must be taken by the end of the fiscal year in which they are received, or they will be lost.

- Holiday leave hours earned will not be paid out upon termination.

## **CURRENT Personnel Code:**

### **g. Personal Leave**

Employees working over 40 hours a week have three personal leave days off with pay per fiscal year. Employees hired after July 1 will receive personal days on a pro-rated basis on the first day of the month after 30 days of service.

Personal leave does not accumulate, and there is no compensation for unused time upon resignation/separation.

## **PROPOSED POLICY:**

### **Personal Leave**

#### **Eligibility**

Personal leave is provided to all employees both full and part-time employees.

For record-keeping purposes, IHLS will issue employees' personal leave up front as of July 1 of every fiscal year. Personal leave allotment begins upon hire or transfer into an eligible position, as noted above. Personal leave is prorated for new hires based on the employee start date.

#### **Allotment Rate**

| Employee Type                             | Personal Leave |
|---|----------------|
| Employees working 30 or more hours a week | 40 hours       |
| Employees working 29 hours or less a week | 16 hours       |

Personal leave must be taken by the end of the fiscal year in which they are received, or they will be lost.

The following conditions apply to IHLS personal leave policy:

- To take personal leave, an employee must notify the supervisor prior to the day of absence, if possible, or satisfy the notification set forth in the Attendance Policy.
- Although personal leave may be scheduled for use the day before or after a paid holiday or to extend vacations or weekends, this type of scheduling is dependent

upon the advance approval of the supervisor. Consideration will be given to whether the hours can be covered by other staff members.

- Personal leave will not be paid out upon termination.
- Personal leave will not be considered as time worked for the purpose of overtime calculations.