

HOLIDAYS

502:1

Policy: It is the policy of ASN to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed. Non-eligible employees who work on recognized holidays will be paid one and one-half times their normal pay.

Comment:

(1) The schedule of holidays that ASN will observe during each calendar year is:

<u>Month</u>	<u>Holiday</u>
July	Independence Day
August	-0-
September	Labor Day
October	-0-
November	Thanksgiving Day Day after Thanksgiving
December	Christmas Eve Christmas Day
January	New Years Day Martin Luther King Junior Day
February	-0-
March	-0-
April	-0-
May	Memorial Day
June	Juneteenth

(2) Employees eligible for holiday pay include: a) all full-time salaried employees, b) all hourly employees working in the administrative areas, (part time employees will receive 4 hours pay and full time employees will receive 8 hours pay), and c) hourly members of the Division Management Teams (DMT).

(3) Eligible hourly employees who are scheduled to work on an observed holiday will be paid one and one-half times their normal pay.