

# ***Community Services of Northeast Texas, Inc.***

## **Personnel Policies & Procedures**

### **391 Holidays**

Effective Date: 5/25/2005

Revision Date: 8/23/2017

Beginning 07/01/05, Community Services of Northeast Texas, Inc. will grant holiday time off in accordance with the schedule and limitations contained herein to all eligible regular employees immediately upon assignment to an eligible employment classification. Holiday and Administrative Leave pay will be calculated based on the employee's regularly scheduled hours worked per day at the straight-time pay rate as of the date of the holiday or administrative leave. Due to funding source regulations and program needs, Agency designated Holidays may vary throughout our programs. Employees in the following employment classifications (*Policy 201 Employment Categories/Classifications*) are eligible for this benefit:

**Regular/Provisional Full-time = 8 hours per day**

**Regular/Provisional Part-time = 6 hours per day**

**Regular/Provisional Part-time = 4 hours per day**

- New Years' Day – January 1
- Martin Luther King Day – Third Monday in January
- Spring Holiday – Friday before Easter (will be considered administrative leave)
- Spring Holiday – Monday after Easter (will be considered administrative leave)
- Memorial Day – Last Monday in May
- Juneteenth – June 19
- Independence Day - July 4th
- Agency Summer Holiday - First Monday in August
- Labor Day – First Monday in September
- Columbus Day – Second Monday in October
- Veteran's Day – November 11
- Thanksgiving – (Thursday and Friday)
- Christmas Week (up to 5 business days) (Christmas Day Holiday and up to 4 days administrative leave)

#### **\*Head Start Staff\***

Specialists – Coordinators - Program Monitor – Managers - Campus Directors – Family Service Workers – Teachers - Teaching Assistants - Campus Maintenance Staff – Cooks - Bus Drivers will follow the same Holiday Schedule with the following modifications:

Thanksgiving will coincide with the center ISD schedule.

Thanksgiving Day Holiday and up to 4 days administrative leave.

Christmas will coincide with the center ISD schedule.

Christmas Day Holiday with remaining days considered administrative leave.

Spring Break will follow your center ISD schedule and will be considered administrative leave.

# ***Community Services of Northeast Texas, Inc.***

## **Personnel Policies & Procedures**

Winter Break applies only to those centers with ISD's offering that as a holiday.  
(Winter break administrative leave may be granted to Campus Staff Only.)

Friday before Easter Sunday will follow your center school district schedule.  
Monday after Easter Sunday will follow your center school district schedule.

Columbus Day will follow your center school district schedule.  
New Years' Day will follow your center school district schedule.

To be eligible for holiday pay, an employee must be in pay status the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. Pay status is defined as "being at work" or on one of the approved paid leave types.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Staff is prohibited from working on a holiday, without written authorization from the Executive Director.