



## HOLIDAYS

### Eligibility and Benefits Waiting Period

Employees classified as full-time are eligible to receive holiday pay after 30 days of employment. Part-time, seasonal and commissioned employees are not eligible for holiday pay. Commissioned employees are not eligible for holiday pay above and beyond the commission rate.

The following days are recognized by TCHBS as paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

### Holiday Policies

Once the eligibility period has been met, full-time employees will be paid eight hours for each holiday noted in this policy. Full-time employees working 30 to 40 hours per week will receive holiday pay based on regularly scheduled work hours. Non-exempt employees who are required to work on a holiday will receive their regular pay for hours worked in addition to holiday pay. If a holiday occurs during your approved and scheduled vacation, you will be paid for the holiday and that day will not be counted as a vacation day. You must be an active employee and must work any scheduled day before and after the holiday, to receive holiday pay. Employees out of work or on a leave of absence are not eligible to receive holiday pay.

### TC Hafford 2025 Holidays

New Years Day	Wednesday, January 1, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving Day	Thursday, November 27, 2025
Christmas Day	Thursday, December 25, 2025