

Catholic Charities Holiday Policy Effective 1/1/2021

CCEW provides all full-time employees and part-time employees regularly scheduled 25 or more hours per week the following paid holidays each year.

Leave-eligible employees working a four-day, ten hour per day schedule (4-10) will be allowed ten hours of holiday pay for each of the holidays listed below. Employees working a five-day, eight hour per day (5-8) schedule would receive eight hours of holiday pay for each holiday listed below plus an eight-hour personal holiday. Leave-eligible employees working less than full time receive holiday pay for holidays occurring on normally scheduled workdays.

With the exceptions noted, holiday pay must be taken on holidays as observed by Catholic Charities Eastern Washington as listed below.

Hourly employees working in facilities that remain in operation during holidays will either record regular hours worked in addition to the holiday pay (resulting in double time), or substitute another workday, within the same forty-hour work week for the observed holiday, at the discretion and approval of their Program Director.

The personal holiday provided to employees with a 5-8 work schedule may be taken at the discretion of the employee as approved by their Program Director.

2021 Holiday Schedule

Holiday	2021	4/10 Schedule	5/8 Schedule
New Year's Day	Fri, Jan 1 st	10	8
Martin Luther King Day	Mon, Jan 18 th	10	8
Presidents Day	Mon, Feb 15 th	10	8
Easter Monday	Mon, Apr 5 th	10	8
Memorial Day	Mon, May 31 st	10	8
Independence Day	See Below: Sunday	10	8
Labor Day	Mon, Sep 6 th	10	8
Veterans Day	Thurs, Nov 11 th	10	8
Thanksgiving Day	Thu, Nov 25 th	10	8
Friday after Thanksgiving	Fri, Nov 26 th	0	8
Christmas Eve	Fri, Dec 24 th	10	8
Christmas Day	See Below: Saturday	10	8
Personal Holiday			8

5/8 Schedule

New Year's Day: Observed on Friday, January 1st
Independence Day: Observed on Friday, July 2nd or Monday July 5th
Christmas Eve: Observed Friday, December 24th
Christmas Day: Choose between Thursday, December 23rd or Monday, December 27th
Personal Holiday: Employee may choose with Director approval.

4-10 Schedule

New Year's Day: Choose between Thursday, December 31st or Monday, January 4th
Independence Day: Choose between Thursday, July 1st or Monday, July 5th
Christmas Eve: Observed on Thursday, December 23rd
Christmas Day: Choose between Wednesday, December 22nd or Monday, December 27th