

Catholic Charities Holiday Policy Effective 1/1/2025

CCEW provides all full-time employees and part-time employees regularly scheduled 20 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 two eight-hour personal holidays. 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.

2025 Holiday Schedule

Holiday	2025	4/10 Schedule	5/8 Schedule
New Year's Day	Wednesday, Jan 1	10	8
Martin Luther King Day	Monday, Jan 20	10	8
Presidents Day	Monday, Feb 17	10	8
Easter	Monday, Apr 21	10	8
Memorial Day	Monday, May 26	10	8
Juneteenth	Thursday, June 19	10	8
Independence Day	See below: Friday, July 4	10	8
Labor Day	Monday, Sep 1	10	8
Veterans Day	Tuesday, Nov 11	10	8
Thanksgiving Day	Thursday, Nov 27	10	8
Friday after Thanksgiving	Friday, Nov 28	0	8
Christmas Eve	Wednesday, Dec 24	10	8
Christmas Day	Thursday, Dec 25	10	8
Personal Holidays			16

5/8 Schedule

Independence Day: Observed on Friday, July 4th.

Personal Holidays: Employee may choose with Director approval.

4-10 Schedule

Independence Day: Choose between Thursday, July 3rd or Monday, July 7th.