



2023 Holiday Paid Time Off Policy Self-Hired Support Staff

Effective January 1, 2023, all Self-Hired Support Staff (Community Habilitation, Supported Employment and Respite) that work twenty or more regularly scheduled hours per week in total are granted 8 paid holidays per year.

The following is the schedule of Holidays. Holidays are granted on the day they occur.

New Year's Day
Martin Luther King's Day
Memorial Day
Juneteenth Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

The above Holidays are granted per calendar year. Staff must work 30 days before they are granted Holiday time.

If a Self- Hired Support Staff as designated above who works 20 or more regularly scheduled hours per week in total is needed to work a holiday they will be paid for the hours worked on the holiday and will accrue those same hours to use at a later date.

If a Self- Hired Support Staff as designated above is not regularly scheduled to work on a day the holiday falls and works 20 or more regularly scheduled hours per week are entitled to the holiday to use later in the week or later in the year.

No more than one accrued holiday can be carried over into the next calendar year. The carried over holiday accrual must be used by January 31st of the year following the year the holiday time was accrued.