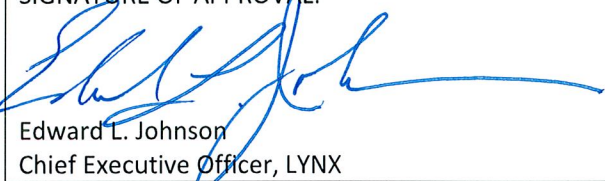


HUMAN RESOURCES POLICY/PROCEDURE	Policy Number: HR-021
SUBJECT: Holidays	EFFECTIVE DATE: <i>7 Dec 17</i>
SIGNATURE OF APPROVAL:  Edward L. Johnson Chief Executive Officer, LYNX	REVISION NUMBER: 1 REPLACES: N/A APPROVED DATE:

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part III, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Chief Executive Officer is authorized to establish and administer such policies. Therefore, it is necessary to establish a Holiday Policy.

SCOPE:

This policy applies to Administrative employees.

AUTHORITY:

Authority for this policy and procedure are as follows:

- Florida Statutes, Title XXVI, Chapter 343, Part III
- Administrative Rule 2, Board Governance (By Laws), Rule 2.6 Policies and Procedures
- Administrative Rule 3, Human Resources

POLICY:

The Authority designates and observes certain days each year as holidays. Eligible employees on the active payroll are entitled to the following paid holidays:

New Year's Day	January 1st
Martin Luther King Jr.'s Birthday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	The Day Following Thanksgiving
Christmas Day	December 25th
Your Birthday	

This is a paid day off each year. If you don't use it before your next birthday, this day will be forfeited.

Your Anniversary Day

A paid day off each year, earned on the anniversary of your hire date. If you don't use it before your next anniversary, this day will be forfeited.

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

ELIGIBILITY FOR HOLIDAY PAY:

Part-time employees working less than twenty hours per week, temporary/casual employees, and student interns are NOT eligible to receive holiday pay.

Non-Exempt employees

If you're not required to work on the holiday, you'll be paid holiday pay at your regular pay rate for the number of hours normally scheduled to work on the workday. If you are required to work on the holiday, you'll be paid your regular wages for hours worked, plus additional holiday pay at your regular pay rate for the number of hours normally scheduled to work on the workday; or choose another day off (for the number of hours normally scheduled to work on the holiday) within the same workweek as a substitute holiday, at management's discretion. This same pay policy applies if you work during a holiday that falls on your regularly scheduled day off.

Holidays will not be calculated as time worked for purposes of calculating overtime compensation.

Exempt employees

Exempt employees who are **required** to work during the holiday, will receive their regular day's wages plus a day off that must be used within thirty days after the holiday, at management's discretion. This may be waived by the Department Director, if, at the convenience of the department, the employee cannot be relieved from duty within 30 days after the holiday. Exempt employees who do not work on the holiday will be paid their regular day's wages for the holiday.

Holiday on Leave Day

Holidays which occur during scheduled annual leave, shall be charged to holiday leave and not to annual leave.

When a holiday falls within a period of leave of absence without pay, the employee will not be paid for the holiday.

An employee who is scheduled to work on the day observed as a holiday and who calls in sick will be charged with holiday time for that day and not sick leave.

In order to receive holiday pay, an employee who is eligible for holiday pay must declare the holiday on the timesheet that he/she turns in at the end of the pay period in which the holiday occurred.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.