

<b>Paid Holiday</b>	<b>Office Hours on the Holiday</b>
<b>New Years Eve</b>	If this day falls on a regular business day, the support hours will be 8:00 AM to 12:00 PM PST. – See below for PTO on this day
<b>New Years Day</b>	Office Closed.
<b>Memorial Day</b>	Office Closed.
<b>Fourth of July</b>	Office Closed.
<b>Labor Day</b>	Office Closed.
<b>Thanksgiving</b>	Office Closed.
<b>Day after Thanksgiving</b>	Office Open. – See below for PTO on this day
<b>Christmas Eve</b>	If this day falls on a regular business day, the support hours will be 8:00 AM to 12:00 PM PST. – See below for PTO on this day
<b>Christmas</b>	Office Closed.

**For Christmas Eve and New Years Eve**

- If this day falls on a business day, 1 person will be required to work to answer support calls. The person working on that day may select another day to substitute as their paid day off. The alternate day must be used within 60 days following the holiday.
- If this day falls on a non-business day, employees will receive an additional “roaming holiday” which may be used within 60 days following the actual paid holiday date.

**For the Day after Thanksgiving**

- 1 person will be required to work to answer support calls. The person working on that day may select another day to substitute as their paid day off. The alternate day must be used within 60 days following the holiday.

**Holiday Pay will be administered as follows:**

- Full Time Employees: 8 Hours Pay
- Part Time Employees (greater than 20 hours per week): 8 Hours Pay.
- Casual Employees (less than 20 hours per week): Not Eligible.

**New employees will be eligible for the Paid Holiday Program effective the day they are hired.**