

HOLIDAYS

RAILS observes the following holidays and will be closed:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving
6. Christmas Eve
7. Christmas Day
8. New Year's Eve

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

When a legal holiday falls on a full-time employee's day off, the employee may take an alternative day off, with supervisor approval, within the same pay period.

Full-time and part-time employees regularly scheduled to work at least 20 hours per week on a consistent basis are entitled to receive holiday pay for the hours they would have been regularly scheduled to work on the holiday, ~~provided they meet the following eligibility criteria:~~

~~Employee must work their scheduled shift preceding and following a holiday unless they have obtained prior approval from their immediate supervisor to use benefit time.~~ The following conditions apply to RAILS' holiday pay policy:

- Holiday pay **will not** be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at an individual employee's base rate of pay.
- Holidays will not be paid to employees on inactive status (any type of leave of absence or layoff status).
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.