



Office of Human Resources

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RappahannockAreaCSB.org

MEMORANDUM

To: Joe Wickens, Executive Director

From: Derrick Mestler, Human Resources Director

Date: May 19, 2025

Re: 4.4 Holiday & 6.1 Benefit Programs Policy – Recommended Change

The Executive Leadership Team recommends the following changes to our holiday policy to align it with our current business practices effective Jul 1, 2025.

- 1- Removing language regarding part-time employees being eligible for holiday pay.
- 2- Adding language that clarifies that full-time employees have a choice of either holiday pay or a floating holiday when they work on a holiday. Correcting the timeframe during which a floating holiday can be used. These reflect current practice.
- 3- Adding language that clarifies that approved leave is approved in advance in accordance with the requirements of their program. Removing the language of any amount of unpaid leave negates holiday pay. These reflect current practice.

4.4 HOLIDAYS

A. Holidays recognized: Holidays authorized and recognized by the agency for observance are:

New Year's Day (January 1)

Martin Luther King Day (3rd Monday in January)

President's Day (3rd Monday in February)

Memorial Day (last Monday in May)

Juneteenth (June 19)

Independence Day (July 4th)

Labor Day (1st Monday in September)

Columbus Day (2nd Monday in October)

Veteran's Day (November 11)

Thanksgiving Day (4th Thursday in November)

Day after Thanksgiving

Christmas Eve (December 24)

Christmas Day (December 25)

When a holiday falls on Saturday, the Friday immediately preceding that day shall be observed as a holiday. When a holiday falls on a Sunday, the Monday immediately following is observed as the holiday.

B. Eligibility: Eligible full-time employees receive eight (8) hours pay for holidays, regardless of the number of hours they are normally scheduled to work. In programs and services requiring that the program remain in a work status on a holiday, full-time employees will be given the choice of receiving the eight (8) hours of holiday pay, in addition to hours worked, or an alternate day off for the holiday (floating holiday), which must be taken within 60 calendar days after the date observed for the ~~30 calendar days before or after the~~ holiday.

To receive pay for the holiday, a full-time employee must work or be on approved leave, approved in advance according to the requirements of their program, with pay on the last scheduled workday before the holiday and the first scheduled workday after the holiday. ~~Any amount of unpaid leave on any adjacent day to a holiday negates holiday pay.~~

For full-time employees who do not work standard eight-hour days, some adjustment will be necessary:

If the holiday falls on a day that the employee normally works more than eight hours, the employee receives eight hours of holiday pay and can either take annual leave to account for the balance of hours he/she is scheduled to work that day, or he/she can work additional time during the pay period of the holiday to make up the balance of hours.

If the holiday falls on a day that the employee normally works less than eight hours, he/she will receive eight hours of holiday and will need to take additional time off during the week so that the total time off amounts to eight hours.

If the holiday falls on a day that is not a regularly scheduled work day for the employee, (e.g. an employee who works 4-day, 40-hour workweek), the employee will be granted an alternate eight hours off for the holiday to be taken within 14 calendar days.

~~Part-time employees are eligible for holiday pay if the holiday falls on a regularly scheduled workday. The number of hours of holiday pay shall be the number of hours the employee is scheduled to work according to the work schedule on file in the employee's personnel file. To receive pay for the holiday, a part-time employee must work on the last scheduled workday before the holiday and the first scheduled workday after the holiday.~~

~~Temporary and non-graded (relief and substitute)~~ Part-time and PRN employees are not eligible for holiday pay.

C. Additional holidays: The Executive Director has the authority to authorize additional holidays.

D. Makeup days: Should the agency be closed for more than 3 full days within a fiscal year due to inclement weather, the decision to makeup those days will be at the discretion of the Executive Director. Potential makeup days shall include single-day holidays. Should these be insufficient, Saturdays will be considered.

6.1 BENEFIT PROGRAMS

P. Holidays: Available to full-time ~~and part-time~~ employees. See Holiday policy for more information.

