



HOLIDAY POLICY

Sunshine Village will review the holiday calendar each year to determine the annual holiday schedule. The Board of Directors will approve the list of the observed closed holidays and/or float day schedule, as applicable, on an annual basis. The approved holiday list will be distributed to employees in advance of the new fiscal year.

Employees working at employment sites or under specific contracts may have a separate holiday schedule. All employees will be eligible for holiday pay starting their first day of employment. All employees (part time and full time) with regularly scheduled hours will be eligible for holiday pay at their expected number of scheduled hours for that day. Temporary employees and per diem employees are not eligible for holiday pay. Holiday pay does not get deducted from Paid Time Off (PTO) and does not accrue, nor is it paid out upon termination of employment.

Staff members are expected to work the last SCHEDULED workday before a holiday and the first SCHEDULED workday after a holiday, unless on vacation or otherwise excused in advance. If a staff member calls in sick before and/or after a holiday and does not have a doctor's note, or is otherwise excused, the employee will not be paid for the holiday. If the staff member has already been paid for the holiday, and the next scheduled workday falls in the following week, then the amount of PTO will be deducted from the employee's PTO balance.