

# Personnel Policy No. 11

## HOLIDAYS

### I. GENERAL PROVISIONS

- A. All employees hired in a "regular" full-time status are entitled to receive 8 hours per day pay for the holidays celebrated by the Tribe. Holidays that fall on Saturday will be celebrated on the preceding Friday, and holidays that fall on a Sunday will be celebrated on the following Monday.
- B. Regular part-time and hourly intermittent employees receive holiday pay on a pro-rata basis (for example, an employee who regularly works twenty (20) hours per week will be paid for 4 hours on a holiday shown below) and are eligible to receive holiday pay only for holidays on which they normally would be scheduled to work.
- C. To be eligible for holiday pay, an employee must be at work (or scheduled to work) or taking and approved absence on the work day immediately before and the day immediately after the holiday. An approved absence is authorized vacation, sick leave, or leave without pay.
- D. Any additional time given as a holiday must be approved by the Yurok Tribal Council.

### II. HOLIDAYS CELEBRATED

| Holiday   | Date                        |
|---|-----------------------------|
| New Years Day   | January 1                   |
| Martin Luther King, Jr's Birthday                           | Third Monday in January     |
| President's Day   | Third Monday in February    |
| Memorial Day  | Last Monday in May          |
| Independence Day  | July 4                      |
| Labor Day   | First Monday in September   |
| American Indian Day   | Fourth Friday of September  |
| Veteran's Day   | November 11                 |
| Thanksgiving Day  | Fourth Thursday in November |
| Day after Thanksgiving                                      | Fourth Friday in November   |
| *½ Day on Christmas Eve                                     | December 24                 |
| Christmas Day   | December 25                 |
| *½ day on New Year's Eve                                    | December 31                 |
| Floating Holiday  | Any time                    |
| Last Day of Jump Dance                                      | To be announced             |
| Any day designated by the Yurok Tribal Council as a holiday |                             |

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**\*1/2 day will not be allowed** when Christmas (December 25) and New Year's (January 1) fall on a Saturday, Sunday, or Monday.