

## PERSONNEL POLICY NO. 11 – HOLIDAYS

### 11.1 GENERAL PROVISIONS

- a. All employees hired in a “regular” full-time status are entitled to receive eight (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 four (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 an 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.

### 11.2 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	

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