

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number 2.20
Subject Work Days and Holidays
Effective Date 02/11/03
Revised 01/16/13
Committee Personnel

Personnel Administration

- I. Work Days
 - A. For Groups A, B, and C, the definition of a workday, to be used for calculating holidays, vacation days, etc. shall be eight hours.
 - B. For Groups D and E, the definition of a work day, to be used for calculating holidays, vacation days, etc. shall be the normally-agreed upon hours to be worked in a given day.

- II. Holidays
 - A. Groups A, B, C, D, and E will receive eight (8) holidays. They are:
 - 1. New Year's Day
 - 2. Easter Monday
 - 3. Memorial Day
 - 4. July Fourth
 - 5. Labor Day
 - 6. Thanksgiving Day
 - 7. Christmas
 - 8. Floating Holiday
 - B. All salaried personnel are entitled to a day off for working on a holiday.
 - C. If a holiday falls on a scheduled day off, the holiday (day off) may be taken on another day.