



Mt. Gretna Campmeeting Association

Employee Paid Holiday Policy

Purpose: To recognize paid holiday time for full-time employees.

Policy Detail: The Mt. Gretna Campmeeting Association (MGCA) recognizes the following paid holidays for full-time employees and honors the days off. If a holiday falls on a Saturday, it is observed on the Friday prior. Similarly, if a holiday falls on a Sunday, it is observed on the following Monday.

Full-time employees are paid their regularly scheduled work hours and their regular rate of pay on these holidays. The MGCA recognizes the following holidays for full-time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating Holiday* (employee determined)

The floating holiday is intended to be employee-chosen to recognize an additional, observed holiday and must be used in the calendar year. The floating holiday does not carry-over from one year to the next.

If for any reason an employee is required to work on the paid holiday, the employee will be asked to schedule a floating holiday with their manager's approval in lieu of the paid holiday.

Discretionary Power: Executive Committee

Dates: Adoption: December 20, 2022
Revision:
Rescission: