

THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON

MAXABILITIES OF YORK COUNTY

PROCEDURE: Holidays

EFFECTIVE DATE: July 1, 1992

REVISION DATE: June 26, 2025

May 23, 2024	June 22, 2023	June 10, 2022	June 24, 2021
June 25, 2020	June 27, 2019	June 28, 2018	July 1, 2017
July 1, 2016	July 1, 2015	July 1, 2014	May 8, 2013
May 5, 2012	Nov 28, 2011	July 12, 2011	Sept 24, 2009
July 1, 2007	July 1, 2006	July 1, 2005	July 1, 2004
Nov 1, 2004	Feb 1, 2003	July 1, 2003	July 1, 2002
July 1, 2001	July 1, 2000	July 1, 1998	June 1997

REFERENCE: BENEFITS POLICY – 107

DESIGNATED HOLIDAYS

The holiday schedule is prepared each fiscal year by the Human Resources Director and presented to the Board of Directors for approval. The Agency's budget is considered during the holiday schedule approval process. The Agency observes 11 paid holidays per year. The approved holidays are reflected below. Administrative offices will be closed on designated holidays. The residential programs operate as usual on all designated holidays. The Day Program operates as reflected in the holiday schedule below:

HOLIDAY	DAY OF OBSERVANCE	DAY PROGRAM OPERATIONS
Independence Day	Friday, July 4, 2025	Closed
Labor Day	Monday, September 1, 2025	Closed
Thanksgiving	Thursday, November 27, 2025	Closed
Christmas Eve	Wednesday, December 24, 2025	Closed
Christmas Day	Thursday, December 25, 2025	Closed
New Year's	Thursday, January 1, 2026	Closed
Martin Luther King	Monday, January 19, 2026	Open
President's Day	Monday, February 16, 2026	Open
Spring Holiday	Friday, April 3, 2026	Closed
Memorial Day	Monday, May 25, 2026	Open
Juneteenth	Friday, June 19, 2026	Open

Changes can be made to the benefits package offered at the sole discretion of the Board/Agency.

HOLIDAY PAYMENT ELIGIBILITY

Full-time employees will receive payment for the designated holidays, as follows:

1. Non-exempt after completing 90 days of continuous service
2. Exempt immediately upon starting employment

To receive payment for a holiday, the employee must work the scheduled day before and scheduled day after the holiday unless general leave was scheduled and approved by the Supervisor.

Employees scheduled to work on a holiday, but call out for any reason will forfeit the holiday pay for that day. They may be eligible for general leave payment if the call out is considered an excused absence by the Supervisor. The general leave must be approved and documented for it to be paid. Eligible employees not scheduled to work on the holiday are viewed as observing the holiday.

HOLIDAY PAYMENT

Residential and Day Services non-exempt employees are required to work on the holiday if scheduled to do so. The employee will receive payment for the holiday in addition to any payment owed for the hours worked. Payment for the holiday will be at the base pay rate and will not include any shift differentials or other compensation. (Example: An employee is scheduled to work 8 hours on July 4 which is also a designated holiday. The employee will receive 8 hours of holiday pay plus any pay owed for the 8 hours worked including any overtime or shift differentials that would normally be paid without regard to the day being a holiday). Administrative non-exempt employees are not required to work on the holiday and can only do so with prior approval from their Supervisor.

Employees who typically work less than 8 hours a day will receive holiday pay based on their routine work day. For example, an employee that normally works only 6 hours per day would receive 6 hours of holiday pay.

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ATTACHMENT 1

EFFECTIVE JULY 1, 2025

TO: ALL SUPERVISORS

FROM: HR DIRECTOR

SUBJECT: HOLIDAYS FOR FISCAL YEAR 2025-2026

NOTE: Based on the budget the holiday schedule is subject to change.

The following holidays are approved (pending budget) for fiscal year 2025-2026. Holidays are awarded to employees in a full-time status and have met their 90-day waiting period to observe the holiday.

Designated holidays are listed below:

HOLIDAY	DAY OF OBSERVANCE	DAY PROGRAM OPERATIONS
Independence Day	Friday, July 4, 2025	Closed
Labor Day	Monday, September 1, 2025	Closed
Thanksgiving	Thursday, November 27, 2025	Closed
Christmas Eve	Wednesday, December 24, 2025	Closed
Christmas Day	Thursday, December 25, 2025	Closed
New Year's	Thursday, January 1, 2026	Closed
Martin Luther King	Monday, January 19, 2026	Open
President's Day	Monday, February 16, 2026	Open
Spring Holiday	Friday, April 3, 2026	Closed
Memorial Day	Monday, May 25, 2026	Open
Juneteenth	Friday, June 19, 2026	Open

NOTE: Residential Programs are open on all observed holidays. Day Programs are open on the holidays as listed above. Administrative office is closed on all observed holidays. Administrative staff require prior approval from Supervisor before working on an observed holiday.

Changes can be made to the benefits package offered at the sole discretion of the Board/Agency.