

Memorandum of Understanding
January 31, 2025
Retail and Administration, Christmas Eve

To: All Retail and Administration hourly/non-exempt staff
From: Eddie Capps and Human Resources
Re: Christmas Eve work/paid hours, when falls on a standard workday
Effective: Christmas Eve, 2025

The purpose of this memorandum is to clarify the protocol for hours worked and number of hours paid when Christmas Eve falls on a regular workday for Retail and Administrative hourly employees. The memo seeks to establish consistent expectations regarding the reduced workday and payment for work on Christmas Eve. For those scheduled to work Christmas Eve, the additional hours will be added to the timecard for Retail or Administrative hourly employees.

If a retail or administrative hourly employee is scheduled to work on Christmas Eve, the start day remains the same, but their work time for the shift would end at 01:00 p.m. The Haven of Rest Ministries will pay any retail and administrative hourly employee who was scheduled to work on Christmas Eve the 4 hours missed due to the early release. The Retail Operations Director and Human Resources will work together to enter the additional hours in iSolved for those staff members working Christmas Eve.

If any retail or administrative hourly employee has Christmas Eve day off for any reason, there will be no additional compensation.

Should there be any questions or need for clarity, please feel free to contact Human Resources.