



## **2025 Company Holiday Schedule**

- New Years Day
- Good Friday
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

## **2025 Company Closure Schedule**

- All Holidays Listed Above
- Christmas Day through New Years Day

## **2025 Office Closure Schedule**

- March 27-April 3 – Payables due during this period should be submitted not later than Monday, March 24<sup>th</sup> at 5pm
- April 23-May 6 – Payables due during this period should be submitted not later than Monday, April 21<sup>st</sup> at 5pm
- July 28-August 12 - Payables due during this period should be submitted not later than Wednesday, July 23<sup>rd</sup> at 5pm
- December 8-12 - Payables due during this period should be submitted not later than Wednesday, December 3<sup>rd</sup> at 5pm

## Company Paid Vacation Guidelines

Employees of HCDB earn 2 weeks of Paid Vacation annually.

Paid Vacation accrues at a rate of 3.08 hours per paycheck (every 2 weeks). Though an employees pay stub will reflect hours accrued, those hours are not available until after 90 days of employment or during a period of probationary employment.

Paid Vacation must be requested at least 2 weeks in advance of use. Unexcused Absences and Missed workdays are not considered nor eligible for Paid Vacation hours.

Employees under disciplinary or performance probation will continue to accrue Paid Vacation hours but are not eligible to receive those hours pay until they have exited their probationary status.

## Company Paid Sick Leave Guidelines

Employees of HCDB earn up to 6 days paid sick leave annually.

Paid Sick Leave accrues at a rate of .93 hours per paycheck (every 2 weeks). Though an employees pay stub will reflect hours accrued, those hours are not available until after 90 days of employment.

Unexcused absences are not eligible for Paid Sick Leave.

## Company Holiday Pay Guidelines

Employees must appear for work as regularly scheduled on the days prior to and after a holiday in order to receive holiday pay.

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