

APPROVED- ACTION BY BOARD OF DIRECTORS, DECEMBER 1, 2020

Sunset Lake Association

RE: SLA Employees Paid Holiday Policy

Date: December 1, 2020

The Board of Directors (BOD) has developed and approved the following policy and procedure for addressing employee's paid holidays.

Annually employees, not including any summer hired help, will receive the following days off with pay.

- New Years Day (observed)
- Good Friday
- Memorial Day
- Independence Day (observed)
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day (observed)

Employees may extend any of the paid holidays with unpaid time off.

- Should one of the above holidays fall on a regular day off the employee may use that day as a paid day off at some other time within the same calendar year (e.g., New Years Day falls on a Sunday but is "observed" on a Monday, the Office is closed on Monday; Memorial Day is always on a Monday, the Office staff may use that day sometime during the calendar year)
- Should Christmas fall on a Saturday the Saturday employee will be given both Saturday and Friday, this will cover the holiday itself and the "observed" Christmas holiday, and use Christmas Eve as a paid holiday during the same calendar year. An employee who does not work on Saturday will be given Friday off as "observed" and a floating day to cover Christmas Eve, to be used during the same calendar year.
- All use of "holiday time," time not used because of the above scenarios must be ok'd by an Executive Board Member prior to taking the time off.