Observed Days - The Association will be closed for the following days:

- New Year’s Day
- Martin Luther King’s Birthday
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve* (if it falls on a working day.)
- Christmas Day*

* Note: the Association has determined that eligible employees will always receive a minimum of three days off around the Christmas holiday. The actual days off will be determined by the Association. For example, if Christmas Day is on a Thursday, then the Association may adjust the holiday schedule for either Wednesday-Thursday-Friday or Tuesday-Wednesday-Thursday or any other similar combination. The final decision for the number of days rests with the Association.

Eligibility - Full-time, part-time, and temporary-benefits eligible employees are eligible for paid holidays upon hire. Casual and temporary non-benefits eligible employees are not eligible to receive compensation for Association-observed holidays.

Holiday Pay - Eligible employees receive holiday pay according to the following schedule:

<table>
<thead>
<tr>
<th>Number of hours scheduled/week</th>
<th>Number of paid hours/day for holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>4</td>
</tr>
<tr>
<td>25</td>
<td>5</td>
</tr>
<tr>
<td>30</td>
<td>6</td>
</tr>
<tr>
<td>35</td>
<td>7</td>
</tr>
<tr>
<td>40</td>
<td>8</td>
</tr>
</tbody>
</table>

Holidays Not Observed By CCE/ Floating Holiday Option – CCE Tompkins is sensitive to the needs of employees who may celebrate holidays other than those during which our offices are officially closed. Therefore, any employee who prefers to work on these days may utilize their office space or other work environment to conduct their normal work. Any days that employees work rather than taking as a paid holiday may then be used to celebrate a different day of the employee’s choice. These days will be designated as “Floating Holidays.” Because the office may continue to be closed, employees must keep outside doors locked while working and may be required to provide a summary of work conducted during
these times (when a supervisor and/or other staff may not be present). Any staff whose jobs are tied to
the office being open may be given alternative assignments in other areas.

Employees may also choose to take additional holidays beyond the number of days traditionally observed
by the office, as long as they have the equivalent amount of paid time off and floating holiday time to use.
Unpaid holiday time may also be granted if an employee has not yet earned paid leave.

As with all paid time off, employees must notify their supervisor of requested leave 2 weeks in advance.

**Programming on Holidays When CCE Offices are Open** - CCETC will make a concerted effort to
avoid scheduling programs and meetings on holidays that occur on days that the offices are normally open
in order to ensure inclusion of individuals who wish to participate but are also observing a holiday.

**Holiday Occurs during Vacation** - If an Association-observed holiday falls on an employee's normal
workday and the employee is on paid vacation, the day is counted as a paid holiday and not a vacation
day.

**Holiday Occurs while an employee is on Sick Leave** – An employee who is on sick leave or Extended
Medical Leave (EML) is eligible to receive compensation for any Association-observed holidays that
occur during the leave.

**Leave of Absence** - An employee who is on a paid leave of absence is eligible to receive compensation
for any Association-observed holidays that occur during the leave. An employee who is on an unpaid
leave of absence is not eligible for any paid holidays that occur during the leave.

**Holiday Observance** - If a scheduled holiday falls on a Saturday, employees are normally given the
preceding Friday off. If a scheduled holiday falls on a Sunday, the holiday is normally observed on
Monday. The Association will make an official announcement as to the date the holiday will be observed
prior to the holiday.

**Assigned to Work on a Holiday** – All eligible employees required to work on a designated Association
holiday may take corresponding time off at a later date. This "flex time" off (other than observance of an
alternative holiday) must meet with the supervisor's approval and must also be in compliance with other
applicable work rules and labor requirements. A non-benefits eligible temporary employee who works on
a designated holiday is paid at the employee’s base rate of pay for all time worked.