

SFSA observes the following standard holidays each year:

New Year's Day	Indigenous People's Day
Martin Luther King, Jr., Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Cesar Chavez Day	Friday After Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

Eligible employees will receive a day off on each of the holidays listed above.

- **Eligibility.** Unless otherwise provided in this policy, regular full-time employees will receive time off with pay at their normal base rate for each company-observed holiday. Part-time employees will receive holiday pay on a pro-rata basis. Temporary employees are not eligible for paid holiday benefits. Moreover, all employees are ineligible for holiday benefits that accrue while on leave of absence.
- **Weekends and Vacations.** Holidays falling on Saturdays will be normally be observed on the preceding Friday. Holidays that occur during an eligible employee's vacation will not be counted as vacation days taken.
- **Pay In Lieu of Time Off.** SFSA may, in its sole discretion, require some or all employees to work on company-observed holidays, in which case SFSA will provide pay in lieu of time off.
- **Rate of Pay.** Non-exempt employees required to work on a company-observed holiday will be paid at 1½ times their normal base rate for all hours worked.

SFSA recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the organization's regular holiday schedule. Accordingly, employees who would like to take a day off for those reasons may do so if it will not unduly disrupt the organization's operations and if the employee's Supervisor approves. Employees may, with at least two weeks advance written notice, request accumulated vacation leave or for these occasions, or they may request the time off as an unpaid, excused absence.