



## **iLEAD LANCASTER**

### **Full-Time and Part-Time Hourly Employee Holiday Benefit Policy**

Board Approved: June 18, 2025

The following is our company's holiday benefit policy that outlines all the days of the year that we acknowledge and observe as holidays. iLEAD Lancaster will close its doors on these days and employees are expected to comply by not working. Work done on a day that falls on an observed holiday will only be approved when the work is absolutely necessary to perform vital job functions related to the needs of the organization such as payroll information submission and processing, state reporting, or any urgent matters that cannot be delayed until after the holiday.

### **Holiday Benefit Policy Effective July 1, 2025 through June 30, 2026**

#### **Eligibility**

Non-exempt hourly employees who are classified as regular, full-time or part-time employees are eligible to receive holiday pay.

Hourly full-time employees will receive their normal rate of pay for holidays identified by iLEAD Lancaster and set forth on a schedule issued by Human Resources, and approved by the School Board annually.

Hourly eligible part-time employees will receive holiday pay on a prorated basis (paid at the rate of hours that would have normally been worked on that particular holiday day of the week).

Hourly employees who are not scheduled to work during summer break or winter break are not eligible to receive holiday pay for any holidays that occur during these breaks.

If a recognized holiday falls during an unpaid leave of absence, no pay will be given for the Holiday.

The following employees are NOT eligible for holiday benefits:

- Temporary employees
- Employees in internship programs.

#### **Paid Holidays**

iLEAD Lancaster recognizes the following paid holidays each year:

- Independence Day (7/4/2025)
- Labor Day (9/1/2025)

- Veterans' Day (11/11/2025)
- Thanksgiving Holiday (11/26/2025 to 11/28/2025)
- Winter Holiday (12/24/2025 to 1/2/2026)
- Martin Luther King Day (1/19/2026)
- Presidents' Day (2/16/2026)
- Memorial Day (5/25/2026)
- Juneteenth (6/19/2026)

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

### **Procedures**

The following conditions apply to iLEAD Lancaster's holiday benefit policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at an individual employee's base rate of pay.
- If an hourly employee is scheduled to work on a holiday, the employee will be paid his or her regular rate of pay plus holiday pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
- An employee must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay.

### **Religious Holidays**

Apart from observed state and national holidays, some employees may observe separate religious holidays. Employees may take PSL, Vacation, or unpaid time off for an observed religious holiday, unless such an arrangement will cause undue hardship to our company.

*Revised 7/1/2025*