

PAID HOLIDAY BENEFIT

Paid Holidays

West Slope Water District observes the following eleven holidays each year. Our offices are officially closed on these days. In addition to the eleven recognized holidays, you may also take one floating holiday each calendar year for a total of twelve paid holidays.

New Year's Day	Labor Day
MLK Birthday	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day-After Thanksgiving
Juneteenth	Christmas Day
Independence Day	

Any additional time observed and resulting office closures, such as Christmas Eve or New Year's Eve, will be determined each year at management's discretion. Employees will receive a schedule each year showing the date each of these holidays will be observed. In addition, at the General Manager's discretion, the District may close early the day before the above holidays. This gesture is extended to staff presently working on that day and is not extended as holiday time to employees not at work.

When a holiday falls on a 9-hour workday for employees working a 9/80 schedule, you will be paid 8 hours of holiday pay with the remaining 1 hour paid as vacation, comp time, or admin time. When a holiday falls on a Friday day-off for employees working a 9/80 schedule, you will be granted the 8 hours holiday pay as additional comp time or admin time.

Veteran's Day

The District desires to honor our employees who are veterans and has included this day as an annual paid holiday for our entire staff. However, if an eligible employee who is a veteran gets called in to work for a District emergency on Veteran's Day, the employee may choose a single day off within the same year with supervisory approval.

Eligibility

All full-time regular staff will receive an eight (8) hour day of pay for the above holidays. Regular part-time staff will receive a pro-rated amount based on regular hours worked. Temporary or seasonal employees do not qualify for holiday pay.