

Personal Holiday Policy:

Use of Personal Holiday

- Employees will receive one personal holiday January 1 or 60 days after their first day of employment.
- A Personal Holiday must be taken as a full day and approved ahead of time by an employee's supervisor.
- Approval of a Personal Holiday will be dependent upon coverage and the needs of the business.
- Personal Holiday must be used by the end of the calendar year, December 31, in which they are granted, or they will be lost.