

Subject: Holiday Leave
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POLICY

Holiday Leave is defined as an authorized paid leave of absence as the result of a Tribal or federally recognized day of celebration. Only Full-time employees are eligible for Holiday pay.

Lists of such Holidays are as follows:

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| 1. | New Year's Day | January 1 |
| 2. | Martin Luther King, Jr. Day | 3 rd Monday in January |
| 3. | Kaw Chief's Day | 3 rd Monday in February |
| 4. | Memorial Day | Last Monday in May |
| 5. | Independence Day | July 4 th |
| 6. | Labor Day | 1 st Monday in September |
| 7. | Indigenous Day | 2 nd Monday in October |
| 8. | Veteran's Day | November 11 th |
| 7. | Thanksgiving Day | 4 th Thursday/Friday in November |
| 8. | Christmas Day | December 25 th |
| 9. | Any Event with Presidential Declaration and approved by the Tribal Chair | |
| 10. | Tribal Observations/Declarations/Discretion approved by the Tribal Chair. | |

To be eligible, an employee must work the work days before and after the observance or be in an Authorized Leave Status or be attending a function/event as a member of the Tribal Council. Personnel in the state of absence without leave, suspension, or lay-off immediately preceding or after the observance are not eligible for Holiday Leave.

Holiday pay hours are not considered to be time worked for the purpose of computing overtime. In order for employees to receive overtime pay during a holiday week, employees actually must work in excess of forty (40) hours not including the holiday pay hours.