

ONEIDA TRIBE

2011 Holiday Observance Calendar

Holiday	Calendar Day	Non-Standard Observance Date	Standard Observance Date
New Year's Day	Saturday, January 1, 2011	Calendar	Friday, December 31, 2010
Good Friday (1/2 day)	Friday, April 22, 2011	Calendar	Calendar
Oneida Day	Friday, May 27, 2011	Calendar	Calendar
Memorial Day	Monday, May 30, 2011	Calendar	Calendar
Independence Day	Monday, July 4, 2011	Calendar	Calendar
Labor Day	Monday, September 5, 2011	Calendar	Calendar
Veteran's Day	Friday, November 11, 2011	Calendar	Calendar
Thanksgiving Day	Thursday, November 24, 2011	Calendar	Calendar
Indian Day	Friday, November 25, 2011	Calendar	Calendar
Christmas Eve (1/2 Day)	Saturday, December 24, 2011	Calendar	Friday, December 23, 2011
Christmas Day	Sunday, December 25, 2011	Calendar	Monday, December 26, 2011

Supervisors are **not allowed** to use discretion in determining the amount of holiday pay:

Full-time employees (**30-40** hours per week) will receive eight (8) hours of holiday pay.

Half-time employees (**20-29.99** hours per week.) will receive four (4) hours of holiday pay.

Part-time employees (**less than 20** hours per week) will receive two (2) hours of holiday pay.

Non-Standard Observance – Examples include: Nursing home staff, Oneida Police officers, Cage cashiers, or retail staff who may work on Christmas day. **NOTE: These are example job positions; Examples are not meant to be “all inclusive.”**

Standard Observance – Administrative Assistants, Division Director, Printing clerk who does not work on an observed holiday.

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See Personnel Policies and Procedures - Compensation and Benefits, A. Salary, 4. Holidays

4.b. To be eligible for a paid holiday, employees must work the preceding and following scheduled work days (except for employees who are on a pre-scheduled work leave or an approved extended sick leave). Employees who are granted a sick day directly prior to a holiday must certify that they were capable of working the holiday in order to qualify for a paid holiday.

4.c. All Regular employees will be given holiday pay for the preceding Friday; holidays falling on Sunday will be observed on the following Monday.

Holiday pay hours are not actual work hours, and cannot be counted as overtime hours. An employee must work beyond 40 hours in a week to be eligible for overtime. Example: an employee works 42 hours and receives 8 hours of holiday pay, totaling 50 hours. Due to 8 hours of holiday pay, the employee will only receive 2 hours for overtime, not 10 hours.

Please share this with your employees. If you have any questions, please do not hesitate to contact your HR Representative, or Call HRD at (920) 496-7900.