

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number 2.20
Subject Workdays and Holidays
Effective Date 02/11/03
Revised 01/16/13; 04/2022
Committee Personnel

Personnel Administration

- I. Workdays
 - A. For Groups A, B, and C, the definition of a workday, to be used for calculating holidays, vacation days, etc. shall be eight hours.
 - B. For Groups D and E, the definition of a workday, to be used for calculating holidays, vacation days, etc. shall be the normally-agreed upon hours to be worked in a given day.

- II. Paid-Holidays
 - A. Groups A, B, C, D, and E will receive eight (10) holidays. They are:
 1. New Year's Day
 2. Birthday of Martin Luther King, Jr.
 3. Easter Monday
 4. Memorial Day
 5. July Fourth
 6. Labor Day
 7. Thanksgiving Day
 8. Day after Thanksgiving
 9. Christmas
 10. Day after Christmas
 - B. All salaried personnel are entitled to a day off for working on a paid-holiday. Time off should be arranged with the Church Administrator/Office Manager.
 - C. If a paid-holiday falls on a weekend, the staff will decide as a whole when the holiday will be, and the office will be closed. (Ex. July 4th falls on a Saturday or Sunday.)
 - D. If a paid-holiday falls on a scheduled day off (ex. Fridays for salaried staff who are typically off), the holiday (day off) may be taken on another day. Time off should be arranged with the Church Administrator/Office Manager.
 - E. The office staff will attempt to close the office at noon on the following days:
 1. Good Friday
 2. Thanksgiving Eve
 3. Christmas Eve
 4. New Year's Eve

With the understanding that all work and regular responsibilities to prepare for weekend/holiday worship is completed before the office is closed and staff is dismissed. Hourly employees will be paid for the full workday.