

## **Excerpt from BUSH FOUNDATION Handbook (edited for external use)**

### **HOLIDAYS**

*(This policy reflects the work of the Foundation's 2015 Action Learning Team on Holiday Schedules.)*

At the Bush Foundation, we aim to support the broad range of religious and cultural practices of our employees with a flexible holiday policy. Each year, a fixed number of paid holidays are recognized with full closure of the Foundation's offices. In addition to these holidays, each employee has four paid "floating holidays" (the equivalent of 28 hours) to be used at their discretion. When employees are using floating holiday days or hours, they are encouraged to identify this on their calendars and colleagues are encouraged to respect these absences by limiting contact and expectations for the employee.

We are better able to support cultural and religious practices if we understand them and so the Foundation regularly provides information to staff about upcoming holidays and observances. This helps us respect the practices of not only our staff but our community partners as well. The Foundation's observed holidays are:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- ½ of Christmas Eve Day (office closes at noon)
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- ½ of New Year's Eve Day (office closes at noon)
- Four floating holidays (for a total of 28 hours)

Employees are eligible for paid holidays and floating holidays as soon as they begin work at the Foundation. In an employee's first year, the number of floating holiday hours is pro-rated depending on their start date. Part-time employees are eligible for hours of pay for each observed holiday based on their pro-rata FTE status if the holiday falls on their regularly scheduled work day.

Floating holiday hours will be added to an employee's bank at the beginning of each calendar year. Unused floating holiday hours do not roll forward into the following year or into the employee's vacation time, and employees are not compensated for these hours if they separate from the Foundation.

Near the end of each calendar year, the CFO will notify employees of the next year's holiday schedule. Where a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday. The Talent Development Director and the CFO review holiday policies and practices at least every three years.