

**EMPLOYEE HANDBOOK**  
**THE WOOTEN CENTER**

**Chapter 5      Employee Benefits**

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**5.0      HOLIDAYS POLICY**

The Wooten Center observes the following paid holidays:

- New Year's Day - January 1st
- Martin Luther King Jr.'s Birthday – (January)
- President's Day – (February)
- Memorial Day – (May)
- Independence Day - July 4<sup>th</sup>
- Labor Day – (1<sup>st</sup> Monday in September)
- Veterans Day – (November)
- Thanksgiving Day - (4<sup>th</sup> Thursday in November)
- The day after Thanksgiving – (Friday)
- Christmas Day – December 25<sup>th</sup>
- 2 Personal holidays

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday.

Each employee's eligibility for holiday pay begins after completion of his or her trial period. To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor.

**5.1      VACATION POLICY**

Regular full-time employees accrue paid vacations in accordance with the following policy:

1 <sup>st</sup> year through 3 <sup>rd</sup> year:	10 days per year
4 <sup>th</sup> year through 7 <sup>th</sup> year:	15 days per year
8 <sup>th</sup> year through 15 <sup>th</sup> year	20 days per year
16 <sup>th</sup> year and thereafter	30 days per year

Temporary and part-time employees do not accrue paid vacation time. No vacation time may be taken until after completion of the first year of employment.

Vacations should be coordinated and cleared with your supervisor.