

Beartooth Electric Cooperative, Inc.

ADMINISTRATIVE POLICY NO. 612

1. SUBJECT: HOLIDAYS

2. OBJECTIVE:

2.1. To establish paid Holidays, practices and procedures for Beartooth Electric Cooperative, Inc. (BEC).

3. POLICY:

3.1. The following holidays will be celebrated: New Years' Day, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve (1/2 day) and Christmas Day, plus one personal holiday. Each employee may choose the day during the year to use as the personal holiday subject to the approval of that employee's immediate supervisor. Each employee must use the personal holiday during the calendar year. In the event one of the above holidays is on a Saturday, the preceding Friday will be the day celebrated. In the event one of the above holidays is on a Sunday, the following Monday will be the day celebrated.

3.2. Holidays worked – An employee required to work on a holiday shall be paid twice the regular straight time rate of pay for hours worked, at a minimum of two (2) hours, in addition to holiday pay.

3.3. Holidays not worked - Any hourly paid employee not required to work on the above listed holidays shall receive holiday pay. Holiday pay is defined as the regular day's pay at the regular straight time rate of pay.

3.4. Holiday pay to correspond with the employee's basic work week.

3.5. Part-time employees working less than forty (40) hours per calendar week shall receive holiday pay in proportion to time worked.

4. RESPONSIBILITY:

4.1. Supervisors shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: LV Policy 607, BEC VI-A-34
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President