


Category:	Compensation and Benefits	INCA Community Services Personnel Policy 
Sub Category:	Leave Policies	
Effective Date:	1982	
Revised Date:	11/2009, 7/2018, 10/2021, 04/2023, 04/2024, 11/2025	
Forms:		
Responsible: Supervisor		

Holidays and Birthday Holiday

Purpose/Introduction

Holidays are a benefit extended to employees of INCA Community Services. Leave represents money for both the agency and the employee and must be stringently controlled. In order to maintain a high state of morale, employees must be authorized leave throughout the year, dependent upon mission requirements and funding.

Eligible Employees

- A Regular Full-Time Employee and a Regular Part Time Employee are eligible for holiday benefits. Exceptions will be when program funds are not available for the employee position held. In these situations the benefit package given will be clearly outlined in the job description and terms of employment.
- JAMM transit flex drivers are eligible for leave on the four holidays listed below if they have worked a minimum of 70 hours during the month preceding the holiday.
- RAVE Employees based on the category they work in will be eligible for the holidays listed below.

Observed Holidays

The following holidays will be observed by the Agency:

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|-------------------------------------|--------------------------------------|
| ● New Year's Day (closed) | ● Labor Day (closed) |
| ● Martin Luther King Day (floating) | ● Indigenous People's Day (floating) |
| ● President's Day (floating) | ● Veterans Day (floating) |
| ● Memorial Day (closed) | ● Thanksgiving Day (closed) |
| ● Juneteenth (floating) | ● Christmas Eve Day (closed) |
| ● Independence Day (closed) | ● Christmas Day (closed) |

JAMM Transit Flex Drivers will observe the following Holidays:

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|-------------------------------------|-------------------------------------|
| ● New Year's Day (limited services) | ● Fourth of July (limited services) |
|-------------------------------------|-------------------------------------|

- Veterans Day (Veterans Only)
- Thanksgiving Day (no services)
- Christmas Day (no services)
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RAVE (HTS staff) will observe the following Holidays:

- New Year's Day
- Memorial Holiday
- Independence Day
- Labor Day
- Veteran's Day (Veterans Only)
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

RAVE (DLS staff) will observe the following Holidays as floating one day during these months:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day (Veterans Only)
- Thanksgiving Day
- Christmas Day

Observance of other or local holidays may be allowed at the discretion of the Executive Director if the normal day to day operations of the Agency are not seriously disrupted.

Birthday Holiday

After the completion of one year of service as a regular full-time employee, the employee shall be eligible for a floating birthday holiday which may be taken at any time that is mutually agreeable to the employee and the employee's supervisor, but must be taken within the month of birthday. Exceptions will be when program funds are not available for the employee position held. In these situations the benefit package given will be clearly outlined in job description and terms of employment.

Guidelines

- An employee must work the scheduled work days immediately preceding and following the day taken as a Holiday, unless the absence is specifically approved by the employee's supervisor and/or supported by a doctor's note, in order to receive pay.
- If a holiday falls on a Saturday, the preceding Friday will be observed. If a holiday falls on a Sunday, the coming Monday will be observed.
- Holidays falling within a period of an authorized leave will not be charged to the period of leave.
- Holidays falling within a period during FMLA where all other leave benefits have been exhausted will not be eligible to the employee.
- An employee who is authorized to work on any of the observed Holidays shall be eligible for a floating holiday which may be taken at any time that is in mutual agreement to the employee and the employee's supervisor and must be taken within the month of the Holiday.
- Employees who resign or are terminated are not eligible for holidays up to two weeks prior to the end of their employment.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.