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Holiday Pay Policy

Cutting Edge Renovation & Painting recognizes the importance of allowing employees time off to observe major holidays and spend time with family and friends. This policy explains which holidays are paid and who is eligible to receive holiday pay.

Paid Holidays

Cutting Edge Renovation and Painting currently provides paid time off for the following holidays:

- New Year's Day
- Fourth of July
- Thanksgiving Day
- ½ Day Christmas Eve
- Christmas Day

Eligibility

- Employees are eligible for paid holiday pay once they have completed **90 days of employment** with Cutting Edge Renovation and Painting.
- Employees who have not yet completed 90 days of employment will still be given the holiday off, but the holiday will be unpaid.

Holiday Pay

- Eligible employees will receive holiday pay for the approved paid holidays listed above.
- Holiday pay will be based on the employee's regular rate of pay and normal scheduled hours, unless otherwise required by law or approved by management.

Work Scheduled on a Holiday

- There may be times when business needs require employees to work on or around a holiday. If an employee is scheduled to work on a holiday, they are expected to report as scheduled unless they have received prior approval from management.
- Any additional pay, schedule adjustment, or alternate day off for working on a holiday must be approved by management in advance.

Holiday Falls on a Weekend

- If a paid holiday falls on a weekend, the company may choose to observe the holiday on the nearest business day or another day designated by management. Employees will be notified of the observed holiday schedule.

Attendance Before and After a Holiday

- To receive holiday pay, eligible employees must work their scheduled shift before and after the holiday unless they have approved time off or an approved absence.
- Unapproved absences before or after a holiday may result in the loss of holiday pay.

Policy Changes

- Cutting Edge Renovation & Painting reserves the right to modify, add, or remove paid holidays or change this policy at any time based on business needs. Employees will be notified of any changes.

Other

- Unpaid time off for religious observance not included in the above holiday schedule time may be requested in advance.
- You are not eligible to receive holiday pay while you are on unpaid leave of absence.

