

Proposed Employee Handbook Amendment

HOLIDAY BUSINESS CLOSURES

The SMCEC may elect to implement a business closure between the Christmas Eve and New Year's Day holidays each year. During this closure, management may designate additional days between the dates of December 24th and January 1st as "Business Holidays." Any designation of these additional Business Holidays will be determined at the discretion of management on an annual, year-by-year basis, based on business needs, and is not guaranteed to occur every year.

Some employees may be required to work during the holiday business closure. In that case, non-exempt (hourly) employees will be paid 8 regular hours for each designated holiday or Business Holiday and will additionally be paid their regular hourly rate for all time actually worked on the holiday. Exempt (salaried) employees who are not required to work during the holiday business closure must use either exempt leave or vacation leave for Business Holidays during the closure period. All exempt employees may elect to work during the closure period, if they so choose. Employees who have not accrued sufficient available time to cover the closure period will be required to work during the Business Holidays.