

Wasatch Peak Academy
Policy: Employee Holiday Pay Policy
Adopted: November 8, 2012



Purpose

The purpose of this policy is to establish the policy for when hourly, non-exempt employees of Wasatch Peak Academy (the "School") will be paid for holidays over the course of the school year.

Policy

Employees who are regularly scheduled to work six (6) or more hours per day, (30 hours a week), and beginning the second year of employment at the School, will be paid for the holidays set forth below at their regular rate of pay for the number of hours that they are typically scheduled to work.

Employees who are regularly scheduled to work less than six (6) hours per day will not be paid for holidays during their first full year of employment with the School but will be paid during subsequent years for the holidays set forth below at their regular rate of pay for the number of hours that they are typically scheduled to work.

The holidays for which employees may be paid are: Thanksgiving Day, Christmas Day, New Year's Day, Labor Day, and Memorial Day.

In order to receive holiday pay under this policy, employees must work the last working day before the holiday and the first working day after the holiday.

Signature:



Dan Rip, Board President

11/8/12

Date