



New Jersey Schools Insurance Group

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Board of Trustees Meeting of March 28, 2018

Action Item

First Policy Reading

Policy 6130

Recommended Resolution: Approve the Policies 6130 as a first reading.

William Mayo

William Mayo, CPCU, ARM
Executive Director

NJSIG Policies

Adopted: 09/93

Index #: 6130

Amended: 01/91, 02/91, 04/09, 06/12

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Reviewed: 03/12, **03/18**

HOLIDAYS

The Group **NJSIG** provides fourteen **fifteen** designated paid holidays each year. Ten **Eleven** of these areas **are scheduled "holidays" and are** identified below, ~~with the date on which the holiday will be observed in any given calendar year posted on the Group's bulletin board.~~ Four are "floating" holidays to be scheduled by the employee with the approval of his or her supervisor. **These floating holidays are pro-rated in the first year of employment.** The ten **eleven** scheduled holidays are as follows:

New Year's Day	Martin Luther King Jr's Birthday
Memorial Day	Independence Day
Labor Day	Thanksgiving
Day after Thanksgiving	Christmas
Veterans Day	President's Day
Columbus Day	

Weekend Holidays

When a recognized **scheduled** holiday falls on a Saturday, it will be observed on the Friday before the holiday. Recognized **Scheduled** holidays that fall on a Sunday will be observed on the following Monday.

To be eligible for holiday pay, employees must work their scheduled hours (and any required overtime) on the last scheduled workday before the holiday and the first scheduled workday after the holiday, unless they are excused from work. A holiday that falls during an employee's scheduled vacation **or sick time** will not be charged as a vacation day.

Eligible employees who are scheduled to work 20 hours or more, will be paid for a holiday if they are normally scheduled to work on the day on which the holiday falls. The holiday will be paid based on the number of hours the employee is regularly scheduled to work on that day.