



## **Contractual Staff Holidays Frequently Asked Questions**

- Contractual staff holidays are different than civil service holidays.
- You must work **ON** the holiday to be eligible for holiday pay (not the “observed” day)
- If you work on a holiday, you will only be paid up to 8 hours of holiday pay.
- *In general*, if the office where you are assigned is **CLOSED** on the holiday, you may **not** be scheduled to work
- *In general*, if the office where you are assigned is **OPEN** on the holiday, you **may** be scheduled to work.
- *In general*, if a holiday falls on your regularly scheduled work day, you **may** be scheduled to work.
- You will have an opportunity to make requests for time off when the vacation/holiday book is made available at each facility. Care One does not have the ability to make or change the holiday schedule
- If you have specific scheduling requests, you must coordinate with your Health Unit Manager (HUM). Care One does not have the ability to make or change your schedule.

**New Year’s Day**  
**Martin Luther King Day**  
**Presidents Day**  
**Memorial Day**  
**Juneteenth**  
**Independence Day**  
**Labor Day**  
**Veterans Day**  
**Thanksgiving Day**  
**Day after Thanksgiving**  
**Christmas Eve**  
**Christmas Day**  
**New Year’s Eve**