

Book Poplar Springs Baptist Church Policy Manual

Section 3000 Personnel Policies

Title Staff Holidays

Number 3210

Authority Article V Section 1 of the Church By-Laws
Personnel Committee Handbook

Adopted June 4, 1995
Personnel Committee Handbook adopted September 14, 2014
Amended November 10, 2019

1. All salaried employees, full and part-time, will receive ten (10) paid holidays per year.
2. When employees are required to work on stated holidays, they may reschedule their day off to an alternate day. The alternate day should be within fifteen (15) days before or fifteen (15) days after the holiday being rescheduled. If this is necessary, the staff person should inform the personnel committee.
3. Holidays are:
 - A. New Years Day
 - B. M. L. King Birthday
 - C. Easter Monday
 - D. Memorial Day
 - E. July Fourth
 - F. Labor Day
 - G. Thanksgiving Thursday and Friday
 - H. Christmas Eve
 - I. Christmas Day