

FORKED DEER ELECTRIC COOPERATIVE, INC.

Revised 10/24/2019

Revised 06/26/2025

Policy Bulletin No. 139 R7

SUBJECT: HOLIDAYS

POLICY:

The Cooperative office will be closed on the following holidays, unless the holiday falls on a day which is already a scheduled off day: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve Day and Christmas Day.

When a holiday falls on a Saturday, the previous Friday will be taken. When a holiday falls on a Sunday, the Monday following the holiday is substituted.

In order for an employee to get paid for the holiday he/she has to work the day before and after the holiday, unless this day falls on vacation time or sick leave, and with at least 30 days notice, as outlined in Policies or Employee Handbook. If an employee calls in the day before or after the holiday, then the employee must bring a doctor's letter stating the reason he or she was unable to work. When no excuse letter is presented, then the absence is deemed unexcused, and personal time is to be used in place of holiday pay.

RESPONSIBILITY.

Management

PROCEDURE:

As outlined above in Policy