Board of Trustees Meeting May 24, 2022
Action Item
NJSIG policy 6130 (holiday policy) amendment first reading
NJSIG No. 0522-05

The NJSIG holiday policy sets forth the paid holidays for employees for each calendar year. Substantively, the proposed amendments would add an additional paid holiday, Juneteenth National Independence Day. This change is consistent with the addition of Juneteenth National Independence Day as both a State and National holiday. The remainder of the amendments are intended to clarify technical aspects of the policy, including the accrual and grant of paid floating holiday time.

Recommended Resolution: To approve the amended holiday policy, NJSIG policy number 6130, as attached for a second reading.

HOLIDAYS

NJSIG provides ~~fifteen~~ sixteen (16) designated paid holidays each calendar year. ~~Eleven~~ Twelve (12) of these are scheduled "holidays" and are identified below. ~~Four~~ (4) are "floating" holidays to be scheduled by the employee with the approval of ~~his or her~~their supervisor each calendar year.

~~These floating holidays are pro-rated in the first year of employment.~~ In the first calendar year of employment, floating holiday days are granted on a pro rata basis based on full calendar months of employment (three full calendar months of employment for each floating holiday) and may only be taken after being granted. After the end of the first calendar year of employment, floating holiday days continue to be granted the same pro rata basis, but in anticipation of continued employment, the annual allotment of floating holiday days may be scheduled and taken during the calendar year prior to actually being granted, subject to management approval.

The ~~eleven~~ twelve (12) 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~~	

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

Weekend Holidays

NJSIG
Policies

Adopted: 09/93   Index #: 6130
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Reviewed: 03/12, 03/18, 5/18, 035/22

HOLIDAYS

When a scheduled holiday falls on a Saturday, it will be observed on the Friday before the holiday. -Scheduled holidays that fall on a Sunday will be observed on the following Monday. To be eligible for holiday pay for scheduled holidays, employees must work their scheduled hours (and any required overtime) on the last scheduled workday before the scheduled holiday and the first scheduled workday after the scheduled holiday, unless they are excused from work. -A scheduled holiday that falls during an employee's scheduled vacation or sick time will not be charged as a vacation day or sick day.

Eligible employees who are scheduled to regularly work 20 hours or more per week, 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.

There will be no pay for unused holiday time under any circumstances. Unused holiday time days may not be carried over into the next calendar year. Unused holiday time shall not be paid on termination of employment. Floating holiday time shall not accrue during any period of unpaid leave of absence.

In the case of employees under contract, the specific terms of the contract will apply in lieu of the policy to the extent that such terms are incompatible with this policy.

New Jersey Schools Insurance Group