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| ILAH Holiday Pay | **Last Revision:** | June 2018 |
| **Last Reviewed:** | June 2018 |
| **Applies to the following THA Group of Companies:** | * Independent Life at Home |
| **Included in the following THA Manuals:** | Administrative Policy & Procedure Manual  Talent Management |

### PURPOSE

The purpose of this policy is to provide guidelines for observances of holidays and eligibility for holiday pay.

### POLICY

Effective the first day of hire, Independent Life at Home (ILAH) pays premium pay to ILAH employees when working on the holiday. Premium pay will be paid at 1.5 times the hourly rate for the hours worked on the holiday. For the purpose of best serving the clients of ILAH, the organization observes the following paid holidays for ILAH employees:

New Year’s Day

Easter Day

Mother’s Day

Memorial Day

Father’s Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

### PROCEDURE

1. Decisions related to scheduling staff on designated holidays are at the discretion of ILAH leadership.