

WORK INFORMATION SHEET

HOLIDAY CLOSING:

New Year's Day

Martin Luther King Jr. Day

Good Friday

Memorial Day

Juneteenth

Columbus Day

President's Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Break: Day

before Thanksgiving is ½ day (1
pm pick-up), Thanksgiving Day,
and the following Friday

Christmas Break: 23rd is ½ day

(1 pm pick-up), Christmas Eve

until January 1s

Additional Information:

- All staff members will be paid for holidays after the first 90 days.
- Vacation week is paid to all staff members upon their one-year anniversary date.
- Pay is based on the number of hours scheduled to work in a week.
- Staff have the option to choose which vacation week they would like to be paid for either summer week vacation or winter (Christmas) vacation week. Staff will be paid for the normal hours they work