

Addendum IV

Employee Benefits

Bridge House/Grace House Holiday Policy - Full-Time Administrative Staff

Updated 06/07/2023

Bridge House/Grace House Administrative Staff observes the following days as paid holidays:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Lundi Gras (Day before Mardi Gras)
- Mardi Gras
- Good Friday
- Memorial Day
- Juneteenth
- July 4th
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve – ½ Day
- Christmas Day
- New Year's Eve – ½ Day

Full-Time Administrative staff members are eligible for holiday pay upon hire. If a holiday falls on a Saturday or Sunday, the previous or following workday will be the official holiday.

Full-Time Employees are also eligible to take a paid day off on their birthday after completing 90 days of employment. You must take the actual birthday off; if the day falls on a Saturday, Sunday, or paid holiday, you must use the day immediately before/after. The time off must be approved by your supervisor in advance via ADP.