

Addendum V

Employee Benefits

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

Updated 06/07/2023

Bridge House/Grace House Clinical 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 Day

Full-Time Clinical staff members are eligible for holiday pay upon hire. If a holiday falls on a Saturday or Sunday, the 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.

Additionally, because of requirements related to coverage at each site, up to one Counselor is allowed to take scheduled personal leave at the same time, including holidays. For holidays, the same Counselor cannot request the same holiday off for two years. If no one has requested this time off, then, and only then, will the Counselor be awarded the holiday again.