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[Company/Organization Name]

Effective Date: [Date]

**Holiday Policy**

**1. Purpose:**  
The purpose of this policy is to establish guidelines for holidays and paid time off to ensure consistent practices and work-life balance for all employees at [Company Name].

**2. Holiday Schedule:**  
[Company Name] will observe the following holidays each year:  
[List of holidays specific to your region or country, such as national holidays, religious holidays, and any other holidays recognized by the company.]

**3. Floating Holidays:**  
In addition to the designated holidays, employees may be eligible for a specific number of floating holidays. These floating holidays can be used at the employee's discretion, subject to manager approval and business needs.

**4. Holiday Pay:**  
Employees who are eligible for holiday pay will receive their regular pay for the designated holidays and floating holidays.

**5. Holiday Eligibility:**  
Employees eligible for holiday pay include regular full-time and part-time employees. Contractors, temporary workers, and seasonal employees may have different arrangements.

**6. Holiday Premium Pay:**  
If an employee is required to work on a designated holiday due to business needs, they will receive holiday premium pay in addition to their regular pay. The rate for holiday premium pay will be [specify percentage or amount].

**7. Holiday Scheduling:**  
Employees are encouraged to plan their time off in advance, especially during holiday periods, to ensure adequate coverage and smooth business operations. Vacation requests for holidays will be approved on a first-come, first-served basis, taking into consideration the needs of the department and any operational requirements.

**8. Holiday Shutdown:**  
[Company Name] may have a holiday shutdown during certain periods, such as between Christmas and New Year's Day. During this time, non-essential operations may be suspended, and employees may be required to use their vacation time or unpaid time off.

**9. Holiday Observance:**  
If a designated holiday falls on a weekend, [Company Name] will observe the holiday on the nearest workday. If a holiday falls during an employee's scheduled time off, they may receive an additional day off or holiday pay at the company's discretion.

**10. Unused Holidays:**  
Unused floating holidays do not carry over to the following year, and employees will not receive cash compensation for unused holidays.

**11. Religious Accommodations:**  
[Company Name] is committed to accommodating employees' religious practices and beliefs. If an employee needs time off for a religious holiday not included in the designated holiday schedule, they should discuss their request with their supervisor or HR, and reasonable accommodations will be considered.

**12. Holiday Policy Violations:**  
Employees are expected to adhere to the holiday policy guidelines. Violations may result in disciplinary actions in accordance with the company's progressive discipline policy.

**13. Policy Review:**  
The company will periodically review the holiday policy to assess its effectiveness, address any concerns, and make necessary updates. Employees will be informed of any policy changes in a timely manner.

At [Company Name], we value our employees' well-being and recognize the importance of time off to recharge and spend quality time with loved ones. This holiday policy is designed to support work-life balance and create a positive work environment for all team members.

**Employee:**

I have read and understood the Holiday Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]