



## Holidays

BBMA centers are closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Paid holidays are for full-time eligible employees only; part-time employees are NOT eligible for PTO/holiday pay. In addition, BBMA will be closed to parents and students on Good Friday for a teacher workday to conduct important in-house training and professional development. Depending on school circumstances, regional directors may select an alternative teacher workday.

The following guidelines apply to holiday pay:

- Non-exempt employees must complete 30 calendar days of full-time employment before becoming eligible for holiday pay.
- When a paid holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be recognized, depending upon the needs of parents and students.
- If a paid holiday occurs during PTO time, the paid holiday will be paid in lieu of paid personal leave or vacation for that day.
- Employees must work both the scheduled day before and the scheduled day after the holiday to receive holiday pay unless the center director or leader requests or allows (with adequate staffing ratios) the employee to not work one or both of those days. If an employee does not work either the day before or after a holiday, he or she will not be eligible for holiday pay, unless the days off are approved paid time off.