

Employee Holiday Schedule 2018

Opportunity Partners, Inc. provides paid time off to all regular full time and regular part time employees for the following nationally observed holidays.

DTH, Production & Administration	Residential, SILS, SETs
New Year's Day – January 1	New Year's Day – January 1
Memorial Day – May 28	Memorial Day – May 28
Independence Day – July 4	Independence Day – July 4
Labor Day – September 3	Labor Day – September 3
Thanksgiving Break – November 22-23	Thanksgiving Break – November 22
Winter Break – December 24-25	Winter Break – December 25

All full time regular and part time regular employees are eligible to receive holiday pay upon their date of hire for the holidays listed above.

Holidays that fall on a Saturday or Sunday will be observed by the organization the Friday prior or the Monday following the holiday. Residential, SILS and SET employees will receive pay for one day per holiday. They cannot receive pay for both the actual holiday and the company-observed holiday. Holidays will run for a 24 hour period beginning at 11:59 PM the night prior to the scheduled holiday and ending at 12:00 AM the night of the scheduled holiday.

Employees who are on a leave of absence are not eligible for holiday pay. Please check the holiday policy posted on the Human Resources page in SharePoint to determine your eligibility for any of the listed holidays based on your employment status, department, and scheduled hours. The policy is located at <https://opportunities.sharepoint.com/HR/SitePages/Home.aspx>.

Effective January 1, 2018

