HOLIDAY PAY

Policy

To provide holiday pay for regular full-time and regular part-time employees and establish pay rates for those employees who may be required to work on a designated holiday.

Eligibility

Non-exempt RFT (regular full-time) and RPT (regular part-time) employees.

Definition

Holiday Pay - is compensation at straight time.

Procedure

Regular Full-Time (RFT) Employees

Regular full-time employees will be paid holiday pay equal to 20% of their normal workweek. Holiday pay is limited to eight hours.

Regular Part-Time (RPT) Employees

When the holiday falls on the employee's day off, the employee will be paid holiday pay equal to 20% of the hours credited for pay in their normal workweek. Credited hours are limited to a maximum of 40 hours.

When the holiday falls on the employee's scheduled work day, the employee will be paid holiday pay equal to the employee's straight time hourly rate for all hours scheduled, or 20% of the hours credited for pay in their normal work week, whichever is greater. Credited hours are limited to a maximum of 40 hours.

Temporary, Seasonal and Substitute Employees

Temporary, seasonal and substitute employees will not be paid holiday pay.

Rate of Pay for Hours Worked on a Holiday

All non-exempt Museum employees who work on a designated holiday will be paid their regular hourly rate for all hours worked. If a staff member works on Thanksgiving Day, Christmas Day or New Year's Day they will be paid time and one half for the hours worked.

List of Museum Designated Holidays

A list of Museum designated holidays will be issued by the Human Resources Department each year.
Holidays Falling on Weekends

In departments and divisions that normally work a Monday-Friday schedule, holidays falling on the weekend will be observed on either the preceding Friday or the following Monday.

In departments or divisions that normally work a seven day schedule, holidays falling on a weekend will be observed on the weekend day.

An employee may not receive more than one day's worth of holiday pay for any given holiday.

Time Off for Religious Observance

Appropriate time off is also allowed for observance of religious holidays not on the designated list, with approval of the employee's supervisor. The supervisor will make every effort to allow the time to be made up without loss of pay, if scheduling and the department workload permit. Staff may use personal or vacation time if eligible for those benefits.

REV. 4/2014
Because Mystic Seaport recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, the Museum grants annual, paid vacations to all RFT and RPT staff. The amount of vacation to which staff are entitled depends on length of service as of the anniversary date of employment and the number of hours worked during the year, as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Calculation</th>
<th>Max Annual Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 5 years</td>
<td>Hours worked x .0385</td>
<td>2 weeks</td>
</tr>
<tr>
<td>6 - 10 years</td>
<td>Hours worked x .0577</td>
<td>3 weeks</td>
</tr>
<tr>
<td>11 - 15 years</td>
<td>Hours worked x .0700</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

Eligibility

Newly hired RFT staff may not take vacation prior to the completion of six months of service. RPT staff may not take vacation prior to the completion of 9 months of service.

Vacation Carryover

Vacation may be taken as it accrues at any point during the year. Unused vacation time may be carried over to the next year. A staff member’s vacation time may not exceed one year’s allotment. Vacation time will stop accruing at this point until time has been taken.

Pay in Lieu of Vacation

Staff are required to take their earned vacation. No payments will be made in lieu of taking vacation.

Holiday Within Vacation Period

In the event that a holiday observed by the Museum falls within a scheduled vacation period, vacationing staff will not be charged vacation time for that day, but will receive holiday pay.

Vacation Scheduling (Non-exempt staff)

Vacations may be taken as weekly periods or as individual days or in hourly increments as long as the periods chosen meet with departmental approval. Because of operating schedules, some departments and divisions have restrictions as to when vacations may be taken. Staff should submit vacation requests to their supervisor at least two weeks prior to the start of a scheduled vacation.
Vacation Scheduling (Exempt staff)

Vacations must be taken in full day increments or weekly periods.

Vacation Pay for Terminating Staff

Accrued, unused vacation time will be paid out to employees who resign with at least 2 weeks notice and to employees whose positions are eliminated due to a reduction in staff or reorganization. If these conditions have not been met; vacation time will be forfeited.

Rev. 4/2014
PERSONAL DAYS

Eligibility and Use

Mystic Seaport recognizes that employees may have personal business that must be taken care of during regular business hours. The Museum grants all RFT (35 or 40 hrs./week) employees two personal days each calendar year for this purpose. Personal days may also be used for religious observances, ethnic holidays, and other events of personal significance. Personal days may also be used for the purpose of securing necessary medical treatment.

Staff must give their supervisor notice of intent to observe a personal day at least one week before taking that day off except in emergency situations. A supervisor considers workload priorities in deciding whether to approve such requests; however, full consideration is given to requests for holidays of religious significance where reasonable accommodation is possible.

Personal days may be taken only after they have been granted. Unused personal days may not be carried over to the next year. There will be no payment made for unused personal days at the end of any calendar year or in the event of termination of employment.

Non-exempt staff may use personal time in increments as small as one hour.

Exempt staff may only use full day increments.

Rev. 4/2014
SICK LEAVE

Mystic Seaport recognizes that inability to work because of illness or injury may cause economic hardship. The Museum also recognizes that employees may require time off to secure necessary treatment for a disability or to provide care for an injured or ill member of their immediate family. For these reasons, the Museum provides paid sick leave to RFT and RPT employees.

Eligibility

RFT employees are granted 5 sick days per year.

RPT employees are granted one hour of sick time for each 26 hours worked during the previous calendar year.

Newly hired RFT employees will be eligible for sick time after completion of six month’s service on a pro-rated basis.

Newly hired RPT employees will be eligible for 34.60 hours of sick time after the completion of 900 hours of service.

Notification of Absence

All employees who are unable to report to work, due to illness or injury, are required to notify their supervisor as soon as possible. Individual departments and divisions may establish minimum notification times. Employees who must leave work due to illness or injury (not work-related) must notify their supervisor. It is the responsibility of every employee to report the circumstances of the sick leave, recovery progress, and probable duration. A doctor’s certificate may be required at any time by a department director or supervisor.

Sick Day Carryover

Employees may carry over up to 5 sick days per year. Sick leave is not an earned benefit and therefore no payment is made for unused sick leave at the end of any calendar year or in the event of termination of employment.

Sick Days Exhausted

Employees who exhaust their sick leave entitlement may continue their necessary absence by requesting short-term disability benefits or an unpaid medical leave of absence.

Use of Sick Leave

Non-exempt staff may use sick leave in hourly increments.

Exempt staff may only use sick leave in full day increments.

Rev 4/2014