

Exhibit A

Excerpt from Delray Beach Community Redevelopment Agency Human Resources Policies and Procedures Manual

Section 8 - Legal Holidays

The following twelve (1~~2~~-3) days shall be observed as legal holidays and all regular full-time employees shall be compensated for same:

New Year's Day	January 1
Martin Luther King, Jr. Day	January – 3 rd Monday
Presidents Day	February – 3 rd Monday
Memorial Day	May – Last Monday
<u>Juneteenth</u>	<u>June 19th</u>
Independence Day	July 4
Labor Day	September – 1 st Monday
Veterans Day	November 11 th
Thanksgiving Day	November – 4 th Thursday
Thanksgiving Friday	November – Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Personal Day	See guidelines below

All regular, full-time employees shall be granted leave with pay on the holidays listed above. In the event any of the aforementioned days fall on a Saturday the preceding Friday shall be considered a holiday; in the event any of the aforementioned days fall on a Sunday the following Monday shall be considered a holiday.

Any employee whose religious affiliation requires observance of a day not listed above may use a Vacation Leave, Compensatory Time, or Personal Day to obtain an approved absence with the approval of the Executive Director.

In the event Christmas Day falls on a Thursday, then the office will be closed on the following Friday. Employees should plan on using Vacation Leave, Compensatory Time, or Personal Day for that Friday. If an employee has expended all his or her vacation time or Compensatory Time, then the employee may take the day without pay or work out alternate arrangements with the Executive Director.

Part-time or temporary employees shall not be eligible for paid holidays.

Employees on Vacation Leave or Sick Leave on a designated holiday shall be paid holiday pay and shall not be charged with vacation or Sick Leave for that day. Employees on leave without pay both the day before and the day after a holiday shall be considered as on leave without pay on the holiday and shall not be paid for the holiday. Similarly, employees absent without leave either the day before or the day after a holiday shall be considered absent without leave on the holiday and shall not receive pay for the holiday.

An employee's request to use a Personal Day must be approved by the Executive Director at least three (3) working days prior to the desired time off. If the employee has not used the Personal Day within the fiscal year, the Personal Day shall be considered lost and forfeited. During the initial six (6) months of employment, an employee is not entitled to a Personal Day.