Holiday pay policy checklist

Vacation Tracker

vacationtracker.io/blog/holiday-pay/

Which days

- [ ] List paid holidays and their observed dates.
- [ ] Separate recognized holidays from paid closures.
- [ ] Define half days and weekend substitutes per location.
- [ ] Set floating-holiday choices and request deadlines.

Who's eligible

- [ ] Specify full-time and part-time eligibility.
- [ ] State when new hires qualify, including probation rules.
- [ ] Explain attendance conditions and exceptions for approved absences.

How you pay

- [ ] Define paid hours and rates by employee category.
- [ ] State holiday-work premiums and whether holiday pay is additional.
- [ ] Explain holidays during PTO and who handles payroll questions.