

1. The following holidays are observed by the HBPW. All regular employees except those engaged in continuous operation, such as Supervisory Control and Data Acquisition (SCADA) and on-call personnel, may be excused from duty when such holidays are observed.

1. New Year's Day
2. President's Day
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day/ Friday following
9. Christmas Eve
10. Christmas Day
11. New Years Eve
12. New Years Day

2. Hourly paid employees required to work on a holiday because it is a designated part of their work week shall be compensated, at two times their regular rate for the hours worked, plus holiday pay at straight time rate.

Election Leave

Missouri law requires that employers allow employees to have a period up to three consecutive hours between the time of opening and the time of closing the polls for the purpose of voting. Employees who do not have a three hour period before or after work time will be allowed to come in one hour later or leave one hour early on election days. Prudent judgment should be used when requesting this unpaid leave. A written request must be made to the employee's supervisor at least one day prior to the election.

Non-Medical and Non-Family Leave Without Pay

1. Employees, except in emergency situations, are required to make their request for non-medical and non-family leave without pay at least thirty days before the intended date of leave. Emergency requests, however, must be made before the intended period of leave without pay begins.
2. All requests for leave without pay must be in writing and contain the reason for the requested leave and the dates of the expected leave period.
3. Approval of requests for leave without pay will be obtained as follows:
 - a. The request must be given to the immediate supervisor for approval or non-approval. The request will in turn be forwarded to the next level supervisor until it reaches the General Manager.
 - b. If the General Manager approves the request,
 - i. The Human Resources Department will process the leave without pay as instructed and will advise Benefits and Payroll of the action.
 - ii. The Benefits Office will contact the employee to make any necessary benefit arrangements as outlined in the Plan Document.
4. At the time the employee returns to active work status, the doctor must complete a Return to Work Certification. The Human Resources Department, upon receipt of the Return to work Certificate, will return the employee to active status.

NOTE: The HBPW reserves the right to reject any request for Non-Medical and/or Non-Family Leave without pay.

Originated / Revised History

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