**2025 Holidays**

**OFFICE**

**The office will be closed in 2025 in observance of the following Holidays. Salaried or hourly office employees over 30 days are not required to work holidays.**

**January 1/1/25**

**Memorial Day 5/26/25**

**4th of July 7/4/25**

**Labor Day 9/1/25**

**Thanksgiving 11/27/25**

**Christmas Day 12/25/25**

**Floating Holiday-Can be used for any holiday with 30-day advance approval and request.**

**Full Time RBT’s Clinic, Day Program or ISL**

* Salaried RBT’s follow office holiday schedule.
* Hourly RBT’s have the option of requesting and taking PTO or picking up shifts in the ISL.

**Part time RBT’s**

* **NH clients may request staff during the following holidays. Staff that choose to work on these days will be paid their current wages and do not qualify for holiday pay.**

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Day

New Years’ Day

**ISL DSP**

* **BIS will pay a rate of time and one half for employees that work the following holidays during the specific times**.

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| **Holiday observed** | **Hours during which time and a half is paid** | **Additional PTO earned for supervisors on call/working** |
| Memorial Day | 1pm – 8 pm | 8 hrs to be used in May only |
| 4th of July (Independence Day) | 12 pm – 10 pm | 8 hrs to be used in July only |
| Labor Day | 1pm-8pm | 8 hours to be used in September only |
| Thanksgiving | 11am-6pm | 8 hours to be used in Nov only |
| Christmas Eve | 5 pm – 12 am | 4 hours to be used in Dec only |
| Christmas Day | 12 am – 12 am | 8 hours to be used in Dec only |
| New Years’ Eve | 7 pm – 12 am | 4- 8 hrs total between NYE/NYD to be used in Jan only |
| New Years’ Day | 12 am – 3 pm | 4- 8 hrs total between NYE/NYD to be used in Jan only |

* **Salaried exempt ISL staff will receive additional pay in the amount of $20 an hour** for any shift worked on a holiday during the above designated times. They are on call from 12 am the day of the holiday until 12 am of the following day. In addition, any ISL Manager who is on call on a BIS recognized holiday will receive an additional 8 hours to their PTO bank.

**Behavior Analysts, and other billable salaried employees**

* May bill for one day less of billable hours for the month in which the holiday falls.

**DHSS Staff**

* All DHSS staff will be assigned to work in ISL Shifts during their normal hours on the Holidays (including Christmas).
* DHSS staff may request PTO if available to be used during the holiday according to request off policy.
* DHSS employees will be excused from any shortage in hours during the Christmas break. Employees will be auto assigned for holiday shifts unless requested off appropriately.