



# CATHOLIC COMMUNITY SERVICE

## Alternate Holiday/Worked Holiday Request Form

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**Check one:**

- January 1<sup>st</sup>, also known as **New Year's Day** (or Observed Holiday if applicable)
- Third Monday in January, also known as **Martin Luther King's Birthday**.
- February 16<sup>th</sup>, also known as **Elizabeth Peratrovich Day** (or Observed Holiday if applicable)
- Last Monday in March, also known as **Seward's Day**.
- Last Monday in May, also known as **Memorial Day**.
- July 4<sup>th</sup>, also known as **Independence Day** (or Observed Holiday if applicable)
- First Monday in September, also known as **Labor Day**.
- October 18<sup>th</sup>, also known as **Alaska Day** (or Observed Holiday if applicable)
- November 11<sup>th</sup>, also known as **Veteran's Day** (or Observed Holiday if applicable)
- Fourth Thursday in November, also known as **Thanksgiving**.
- December 24<sup>th</sup>, also known as **Christmas Eve** (or Observed Holiday if applicable)
- December 25<sup>th</sup>, also known as **Christmas** (or Observed Holiday if applicable)

**Check One:**

I must work on the holiday for program needs and would like to receive both regular **and** holiday pay for that day.

I would like to substitute the holiday above with an alternate day taken on:      /      /     

\_\_\_\_\_  
Employee Name *(please print)*

\_\_\_\_\_  
Date

**Approved: *(Needed IN ADVANCE)***

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

***Alternate holidays must be taken within 30 days of the holiday, or have ED approval.***

Explanation for alt day taken more than 30 days from holiday: \_\_\_\_\_

Executive Director initials to approve alternate day taken more than 30 days from holiday: \_\_\_\_\_