



# CATHOLIC COMMUNITY SERVICE

## Holiday Worked Request Form

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### I need to work the holiday due to a work related need(check one):

\_\_\_\_\_ First day of January, also known as **New Year's Day**.

\_\_\_\_\_ Third Monday in January, also known as **Martin Luther King's Birthday**.

\_\_\_\_\_ Third Monday in February, also known as **President's Day**.

\_\_\_\_\_ 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**.

\_\_\_\_\_ First Monday in September, also known as **Labor Day**.

\_\_\_\_\_ October 18<sup>th</sup>, also known as **Alaska Day**.

\_\_\_\_\_ November 11<sup>th</sup>, also known as **Veteran's Day**.

\_\_\_\_\_ Fourth Thursday in November, also known as **Thanksgiving**.

\_\_\_\_\_ December 24<sup>th</sup>, also known as **Christmas Eve**

\_\_\_\_\_ December 25<sup>th</sup>, also known as **Christmas**

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\_\_\_\_\_ I would like to receive regular and holiday pay for the holiday worked.

\_\_\_\_\_ I would like to substitute the holiday specified above with an alternate day to be taken on:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

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

\_\_\_\_\_  
Date

### Approved:

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

\_\_\_\_\_  
Date

Executive Director initials to approve alternate day taken in a different month.