COMPANY HOLIDAYS

Dominion
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1. **Select the current available holiday rule**
   Note: If you have more than one holiday rule available, you will need to update each active rule.

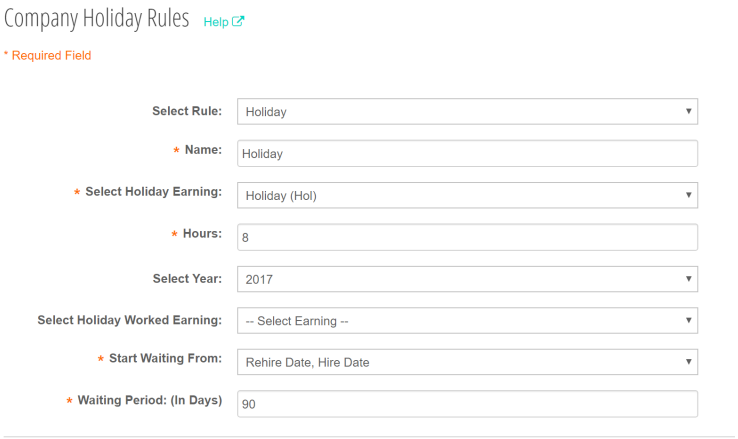
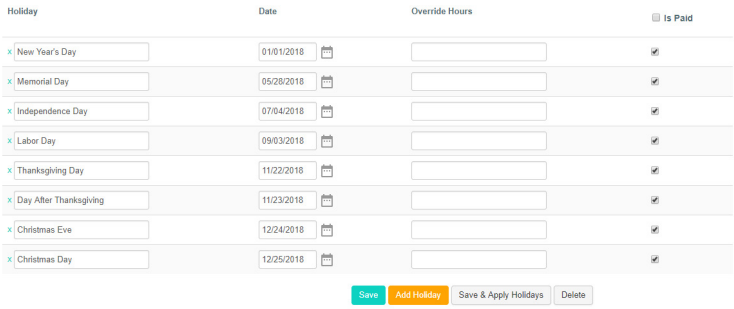
2. **Select the appropriate calendar year**

3. **Review the 'Hours' box**
   The number of hours that should be awarded to employees that qualify for paid company holidays should be listed here (i.e. 8).

   Note: Specific holidays can be overridden individually if they differ from the amount set in the 'Hours' box.

4. **Select Holiday Worked Earning**
   Select an earning ONLY if your company would like the hours worked on days considered a holiday to be recorded as a different earning type (rather than the standard Regular and Overtime determination).

5. **Company Waiting Period**
   If your company has a standard waiting period before an employee is eligible for company paid holidays, you can enter the number of days here and select the appropriate date for it to begin counting in the 'Start

6. **Review the Holiday dates listed**
   - Select the 'Is Paid' box for any holiday that your company will be observing
   - The date of the holiday can be edited to fit your company holidays if necessary
   - Additional holidays can be added if necessary

7. **Click Save & Apply Holidays**