



Holidays at Work

November 18, 2020



Vensure Employer Services and our PEO Partners



Agenda

- 1 Parties
- 2 Pay
- 3 Time Off
- 4 Policies
- 5 Q&A

Instructions for Submitting Questions with GoToWebinar



› When you launched GoToWebinar, a control panel and a screen share window opened up



› In the control panel, there is a dropdown section entitled, “Questions”



› Open up that section and type your question into the dialog box and hit enter. **If you are a client, please put “CLIENT” in your question**



› Please note that you will not see the questions or comments of others



› We will try to answer all the questions within the allotted time; however, if you did not get your question answered or if you come up with a question after the webinar ended, please contact webinarHRhelp@Vensure.com

Our Panelist



Robin Paggi
Training and Development Specialist

1

Parties

Parties

- › Themes
- › Attendance Requirements
- › Right to Discipline Employees
- › Employer Liability



2

Pay



Pay

Fair Labor Standards Act (FLSA)

Using Vacation and PTO

Exempt and Non-Exempt Employees

Bonuses

Volunteering

3

Time Off



Time Off

- › Laws Don't Require Employers to Provide Holiday Leave
- › Statutory Rights to Time Off
- › Accommodating Religious Beliefs

4

Policies

Policies

- › Dress Codes
- › Decorating Offices and Work Spaces
- › Appropriate Behavior



Q&A

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**Thank You for
Your Time**

