

and the employee's paycheck has already been printed.

No emergency pay advance forms are to be taken to the Chief's office without first being approved by the Office of Human Resources. Emergency pay advance forms are not to be used upon resignation or termination of employees.

**G. Working On-Call**

The nature of some positions with MBCI requires that some employees in those positions be placed "on call." This will always be reflected in the position description and all new employees will be informed of this before they agree to accept a job offer. Employees that are placed "on call" are asked to respond to pagers, beepers or cellphones by reporting to their duty station within a reasonable time period.

**XI. BENEFITS**

MBCI offers a broad range of benefits to eligible employees. The summary plan descriptions and formal plan documents provide the eligibility requirements and an explanation of the benefits offered. Copies of the summary plan descriptions, the formal plan documents, or any other documents relating to employee benefit plans, will be made available to employees upon hire. If you have any questions regarding this information, or if you believe you did not receive any of the above-described information, please contact the Office of Risk Management.

**XII. TIME OFF FROM WORK**

**A. Holidays**

Employees are eligible for "holiday pay" on thirteen (13) holidays each year. The holidays recognized by MBCI are:

<b>New Years' Day</b> (Jan. 1)	<b>Labor Day</b> (first Monday in Sept.)
<b>MLK, Jr. Day</b> (3 <sup>rd</sup> Monday in Jan.)	<b>Native American Day</b> (4 <sup>th</sup> Friday in Sept.)
<b>President's Day</b> (third Monday in Feb.)	<b>Veteran's Day</b> (Nov. 11)
<b>Good Friday</b> (Friday before Easter)	<b>Thanksgiving Day</b> (4 <sup>th</sup> Thursday in Nov.)
<b>Memorial Day</b> (last Monday in May)	<b>Native American Heritage Day</b> (day after Thanksgiving)
<b>Independence Day</b> (July 4)	<b>Christmas Day</b> (December 25)
<b>Nanih Waiya Day</b> (2 <sup>nd</sup> Friday in August)	

If a holiday falls on a Saturday, it will be observed the day before on Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

To be eligible to receive holiday pay, however, an employee must work his or her scheduled hours, or be on pre-approved leave, on the workday immediately preceding and the workday immediately following the holiday. If any holiday occurs during an employee's approved annual leave, that day will not be charged against the employee's annual leave.