

Subject: EMPLOYEE HOLIDAY PAY

Policy:

All employees will be asked to work on some holidays each year. Holiday shifts may be shortened to allow for more flexibility. We prefer that holidays are covered on a voluntary basis, but we must reserve the right to require employees to work on holidays to provide adequate coverage. Holiday pay will be at time and a half for those who work during specified holidays and the prescribed hours. Holiday pay will be at double time for Christmas and New Year's for identified hours. Full-time employees who do not work that day will receive one day paid at their regular rate, maximum 1 per calendar year. Exempt employees who are scheduled to work on the holiday may schedule another day off.

No pay benefits for the holidays will be made if the employee has a "call-off" or tardy during the 2 week scheduled work holiday cycle. To receive the holiday pay benefit, the employee must have worked their regularly scheduled day before and the day after the holiday.

All employees must be employed with the facility for at least 90 days to begin receiving the holiday pay benefit.

The following holiday shifts will be paid at double time for actual hours worked:

6:00 p.m. Christmas Eve through 11:00 p.m.
Christmas Day 7:00 a.m.-11:00 p.m.
6:00 p.m. New Year's Eve through 11:00 p.m.
New Year's Day 7:00 a.m. through the 11:00 p.m.

The following holiday shifts will be paid at time and a half time for actual hours worked:

The following holidays are included from 7:00 a.m. – 11:00 p.m.
Memorial Day
Independence Day
Labor Day
Thanksgiving Day