

**POLICY**

Observed Holidays

EFFECTIVE

January 31, 2021

PURPOSE

The purpose of this policy is to identify holidays observed by UMMS, provide premium pay for non-exempt (hourly) employees who are required to work on observed holidays, and to establish rules for the administration of Paid Time Off (“PTO”) for employees who do not work on observed holidays because their department or unit is closed. Please refer to HR Policy, Paid Time Off for general information regarding PTO.

SCOPE

This policy applies to exempt (salaried) and non-exempt (hourly) employees who are actively employed. Collective Bargaining Agreements may contain provisions that either supersede or are supplemental to the provisions of this policy. Employees covered by a CBA should refer to the provisions of the applicable agreement.

POLICY

UMMS observes seven (7) holidays throughout the year. Non-exempt (hourly) employees who work on observed holidays are paid a premium rate as described below. Employees who do not work on holidays because their department or unit is closed are required to use accrued PTO. PTO accrual is calculated to account for its use on these holidays. This means that seven (7) additional days (or prorated days for less than full-time FTEs) have been added to the accrual rates for PTO to account for its use on observed holidays. Employees who work on observed holidays can use that PTO for permitted reasons at another time according to the organization’s PTO policy.

RESPONSIBILITY

It is the supervisor’s responsibility to schedule employees to ensure appropriate staffing levels on observed holidays. It is the employee’s responsibility to ensure they maintain enough accrued Paid Time Off (PTO) to be paid for observed holidays.



PROCEDURE

A. Observed Holidays

UMMS observes the following holidays:*

Holiday

- New Year's Day (January 1)
- Martin Luther King Jr. Day (3rd Monday in January)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)

*When an observed holiday falls on a Saturday, it will be observed on the preceding Friday. When an observed holiday falls on a Sunday, it will be observed the following Monday.

B. Use of PTO for Non-Working Holidays

When a department or location is closed due to an observed holiday, employees of that department or unit typically are not scheduled to work and the day will be deducted from their PTO balance.

If an employee who works in a department that is closed for a designated holiday does not have sufficient accrued PTO to cover the holiday, the employee's PTO balance will be allowed to go negative in the pay period in which the holiday falls.

C. Compensation for holidays worked

Many clinical and business units do not close on observed holidays to ensure continuity of patient care. Likewise, circumstances may require that an employee of a closed department or unit come to work on a holiday. When this occurs, employees are paid for their hours worked and may use their PTO at another time as permitted by the PTO policy.

Exempt Employees

Exempt employees who work on a designated holiday will be paid their normal base salary.

Non-Exempt Employees

Non-exempt employees who are required to work on the actual day of a designated holiday are paid one and one-half times their normal hourly rate for all hours worked on the holiday.



For purposes of being paid the holiday premium of one and one-half times the normal hourly rate, the holiday start and end times are as follows:

Observed Holiday	Start Time	End Time
New Year's Day (January 1)	December 31 at 7:00 p.m.	January 1 at 11:59 p.m.
Martin Luther King Jr. Day (3rd Monday in January)	Day of Observation at midnight	Day of Observation at 11:59 p.m.
*Easter Sunday - St. Joseph Medical Center only, per religious directive	Day of Observation at midnight	Day of Observation at 11:59 p.m.
Memorial Day (Last Monday in May)	Day of Observation at midnight	Day of Observation at 11:59 p.m.
Independence Day (July 4)	July 4 at midnight	July 4th at 11:59 p.m.
Labor Day (1st Monday in September)	Day of Observation at midnight	Day of Observation at 11:59 p.m.
Thanksgiving Day (4th Thursday in November)	Day of Observation at midnight	Day of Observation at 11:59 p.m.
Christmas Day (December 25)	December 24 at 7:00 p.m.	December 25 at 11:59 p.m.

An employee who believes that they have not been paid in accordance with this policy should contact their supervisor or Human Resources so that their concern can be promptly investigated and resolved.



FAQ

Observed Holidays

Q What holidays does UMMS observe?**A** UMMS observes the following seven (7) holidays:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (3rd Monday in January)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)

Q What does it mean to “observe” a holiday?**A** UMMS will pay a premium rate to non-exempt (hourly) employees who work on observed holidays.**Q** What does UMMS pay for working holidays?**A** Exempt (salaried) employees who work on a designated holiday will be paid their normal base salary.

Non-exempt (hourly) employees who are required to work on the actual day of a designated holiday are paid 1.5 times their normal hourly rate for all hours worked on the holiday.

**Q** When do holiday premium rates begin and end?**A** For purposes of being paid the holiday premium of 1.5 times an employees' base hourly rate, the holiday start and end times are as follows:

Observed Holiday	Start Time	End Time
New Year's Day (January 1)	December 31 at 7:00 p.m.	January 1 at 11:59 p.m.
Martin Luther King Jr. Day (3rd Monday in January)	Day of Observation at midnight	Day of Observation at 11:59 p.m.
*Easter Sunday - St. Joseph Medical Center only, per religious directive	Day of Observation at midnight	Day of Observation at 11:59 p.m.
Memorial Day (Last Monday in May)	Day of Observation at midnight	Day of Observation at 11:59 p.m.
Independence Day (July 4)	July 4 at midnight	July 4th at 11:59 p.m.
Labor Day (1st Monday in September)	Day of Observation at midnight	Day of Observation at 11:59 p.m.
Thanksgiving Day (4th Thursday in November)	Day of Observation at midnight	Day of Observation at 11:59 p.m.
Christmas Day (December 25)	December 24 at 7:00 p.m.	December 25 at 11:59 p.m.

Q I'm represented by a union. How does this policy affect me?**A** Collective bargaining agreements may contain provisions that supersede or are supplemental to the provisions of this policy. Employees under a labor contract should refer to those document rules.**Q** How does the Observed Holiday policy affect employees who work in departments closed on holidays?**A** Employees who do not work holidays because their department or unit is closed are required to use accrued PTO. Employees who work on observed holidays can use that PTO for permitted reasons at another time according to the organization's PTO policy.**Q** What happens if a holiday falls on a weekend day?**A** When an observed holiday falls on a Saturday, administrative offices will be closed on the preceding Friday. When an observed holiday falls on a Sunday, offices will be closed the following Monday. Premium holiday pay is paid to employees who work on the actual holiday.**Q** What happens if I don't have enough PTO to use for an observed holiday and I'm not scheduled to work that day or my department is closed?**A** If you work in a department that is closed for a designated holiday and do not have sufficient accrued PTO to cover the holiday, your PTO balance will be allowed to go into a negative balance in the pay period in which the holiday falls.