

Holidays Administrative House Wide Policy and Procedures

Applicable Campus	Department Name	Approval Authority
Salem Health and West Valley Hospital	Human Resources Compensation and Benefits	Director, Human Resources Operations
Effective Date: December 2021		Next Review Date: November 2024
List Stakeholders Position or Committee	Document Status	Date of Approval
Director, Human Resources Operations	Reviewed	10/2021
Manager, Human Resources Compliance and Infrastructure	Revised	11/2021
WVH Director, Clinical Operations	Reviewed	11/2021
Chief Human Resources Officer	Reviewed	11/2021
Director, Human Resources Operations	Reviewed	11/2021
Final Approval Date	Final Approval	11/2021

Describe briefly the most recent revision made to this policy, procedure or protocol & why:

Added clarifying verbiage regarding pay received for working on the holiday; added verbiage regarding taking a day off within 30 days of the holiday if the holiday falls on a regular day off or the employee works on the holiday.

Policy Content

The purpose of this document is to outline the paid holidays that are recognized by Salem Health.

It is the policy of Salem Health to provide six paid national holidays per year.

The Hospitals observe the following national holidays as paid holidays:

New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Independence Day & Christmas Day.

- Regular full-time employees receive eight hours of holiday benefit pay at their regular rates of pay for the above holidays.
- Regular part-time employees receive holiday benefit pay in proportion to full-time, based on their FTE.
- Regular rates of pay include applicable night shift differential, based on the employee's normal start time.

Eligibility: Non-exempt employees become eligible for holiday benefit pay after 30 days of continuous employment. Eligible employees include regularly scheduled full-time and regularly scheduled part-time employees (based on the employee's status on the last day of the pay period during which the holiday occurs).

Other conditions that affect holiday scheduling or pay include:

- A. All employees who work a holiday shift will receive time and one-half for hours worked on the holiday (generally paid as holiday worked premium pay, unless an overriding pay type paid at the same rate or higher is applicable, such as Worked on Scheduled Day Off or statutory overtime).
- B. Regularly scheduled employees who work on the holiday may additionally receive a day off without pay within a 30-day period following the date of the holiday, at the employee's request, for having worked the holiday. The date of the requested date off is subject to department approval requirements and must be identified at the time of the request as an alternate day off for having worked the holiday.
- C. If a paid holiday falls on one of the employee's regularly scheduled days off, they will receive holiday benefit pay for that day, and an additional unpaid day off, scheduled at the employee's request within a thirty day period following the

holiday. The date of the requested date off is subject to department approval requirements and must be identified at the time of the request as a day off without pay due to the holiday falling on a regular day off.

- D. An employee whose hours worked are reduced by one shift due to the holiday but would have normally worked more hours than the amount of holiday pay they receive, will not be required to input PTO or OPL to receive hours the equivalent to a full shift.
 Example: A 1.0 FTE (40 hours per week) employee normally works four ten-hour shifts, Monday thru Thursday. The employee is off on Monday for the Memorial Day holiday, but only receives 8 hours of holiday pay for this day, then works their remaining 30 hours that week. The employee is not required to submit 2 hours of PTO on the holiday date, but can if they choose to do so.
- E. If a holiday falls during an eligible employee's vacation, holiday benefit pay will be paid for that day and the PTO hours will be retained for future use.
- F. Holiday hours for the purpose of paying Holiday Worked Premium Pay, (except Christmas and New Year's), are those hours starting at 2300 or later on the eve of the holiday through 2300 on the holiday itself; Christmas and New Year's holiday shifts are extended to include all hours worked between 1700 on Christmas Eve and New Years Eve through 2300 on the holiday itself.
- G. Employees on an extended leave of absence are not eligible for holiday benefit pay.
- H. When a holiday falls on a weekend, the Hospital will observe the holiday on the actual date of the holiday for pay purposes. Departments may also be on reduced staffing on the preceding Friday or the following Monday, or as otherwise announced. (see Furlough Day Policy)

Definitions – Insert N/A if not applicable
N/A
Equipment or Supplies - Insert N/A if not applicable
N/A
Form Name and Number or Attachment Name - Insert N/A if not applicable
N/A
Expert Consultants Position
HR Compliance & Payroll Manager
References (Required for clinical Documents) :
N/A
Policy, Procedure or Protocol Cross Reference Information – Insert N/A if not applicable
PTO Policy, Furlough Day Policy
Computer Search Words
Holidays
Is there a Regulatory Requirement? No
N/A

Review and Revision History		
History	Review or Revision	Date
Added clarifying verbiage regarding pay received for working on the holiday; added verbiage regarding taking a day off within 30 days of the holiday if the holiday falls on a regular day off or the employee works on the holiday.	Revision	12/2021
Review	Review	03/2019
	Revision	07/2009, 09/2012, 12/2015
	Revision	05/2005