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| Holiday Leave and Pay Policy | **Last Revision:** | July 2017 |
| **Last Reviewed:** | January 2018 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * RightHealth® * THA Services * Palliation Choices * InteguHealth |
| **Included in the following THA Manuals:** | Administrative Policy & Procedure Manual  Talent Management |

### PURPOSE

The purpose of this policy is to provide guidelines for observances of holidays and eligibility for holiday pay.

### POLICY

Effective the first day of hire, regular full-time and part-time employees are eligible for holiday pay. Interns, temporary employees and casual/PRN employees are not eligible for holiday pay. THA Group observes the following paid holidays:

New Year’s Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

When a Company holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a holiday falls on your regular day off, the holiday will be observed as your supervisor determines, on the employee's last day of work before the holiday or the first day of work following the holiday.

The Company reserves the right to close on another day or grant compensating time off instead of closing its offices. You will receive holiday pay if the holiday falls in the week when you are on vacation. You will not receive the holiday if you are on a leave of absence. You must work the full day before, the day of, and/or the day after the holiday to receive holiday pay. Being late, leaving early or missing any time the day before, the day of and/or the day after the holiday will make you ineligible for holiday pay, unless on approved time off or you have a doctor's note excusing your absence. Managers are responsible for monitoring attendance of their employees and ensuring compliance as it relates to this policy.

Holiday pay for exempt full-time employees is computed at the straight time rate of a work day or up to eight hours. In no case may an employee receive more than a normal day's wage for any holiday unless they worked that day.

Pay per visit employees will be paid as six routine visits. Full time employees receive 8 hours, .8 receives 6.4 hours, and .6 receives 4.8 hours. **Full-Time Employees**

Holiday pay for exempt full-time employees is computed at the straight time rate of a work day or up to eight hours, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials. This includes those employees who regularly work greater than an eight-hour workday.

Hourly (non-exempt) employees scheduled to work the actual holiday will be paid 1.5 times their hourly rate for the hours worked on the holiday, and will also receive a paid holiday to take within the same pay period.

**Part-Time Employees**

Part-time employees who work the holiday will be paid a holiday premium. Part-time employees will receive holiday pay, if they are regularly scheduled to work that day and the office is closed, on a prorated basis based on their full-time equivalency (FTE). FTE is based on hours scheduled to work as a percent of available full-time hours. For example, an employee who normally works 32 hours in an average 40 hour work week would have an FTE of 80 percent. For example, employees who work 80 percent of a 40 hour work week will be paid 6.4 hours of holiday pay (8 hours per day X 80% = 6.4 hours), if regularly scheduled to work..  .

### Other Pay Considerations

* + - 1. Salaried employees are automatically paid a complete day of time off for the designated holidays.
      2. Per visit employees required to work on a designated holiday will be paid a holiday differential.
      3. Non-exempt employees required to work on a designated holiday will be paid premium pay.
      4. Casual per visit employees who perform visits on designated holidays are paid a per visit holiday differential.
      5. Employees who work on the holiday will be paid for time worked as stated above. In addition, they will have a paid holiday to take within the same pay period.
      6. In addition to designated holidays, the office may be closed at the discretion of administration. Employees are eligible to use accrued PTO or take it as unpaid time off.