

		Policy Number: ER-010
Subject:	HOLIDAYS	
Section:	EMPLOYEE RELATIONS	
Effective Date: 01/01/2007	Review Date: 12/2015	
	Revised Date: 08/06/2012	
<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Supersedes Policy Dated: 09/24/2007	
Issued by: HR Administrator	Concurred with and Approved by: Jim Burns, Director Initial: _____	
Cross Reference:		
Distribution:	All employees of Family Focus, Inc.	

PURPOSE:

To list those holidays officially recognized by Family Focus, Inc. and to establish guidelines for eligibility and payment of holiday pay.

GENERAL INFORMATION:

Family Focus, Inc.'s Recognized Holidays includes six (6) holidays each calendar year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

To receive holiday pay, an eligible employee must be at work or taking an approved absence on the work days immediately preceding and immediately following the day on which a holiday is observed. An approved absence is a day of paid vacation or paid short-term absence.

When any of the above holidays fall on Sunday, the next day, Monday shall be observed as the holiday for those employees working a Monday through Friday work schedule and who are scheduled off for the holiday using Holiday pay hours. For Memorial Day and Independence Day, the holiday will be the day of celebration as prescribed by the civil government.

For those employees who are scheduled 24/7 if any of the above Holidays falls on a Sunday, the holiday is observed on Sunday and holiday pay hours are to be used. Those employees have the option of using pre-authorized vacation time on the next day, Monday, if they so choose.

PROCEDURE:

- A. All full time hourly employees (employees working an average of 76 hours per pay period) will be considered eligible for holiday pay, this excludes contracted employees.
- B. Eight hours of holiday pay will be deducted from all Full Time employees for Family Focus, Inc. designated major holidays.
- C. Employees are not to be called during the usage of holiday time, except in an emergency situation.
- D. Clients and Referral source should be informed by staff of their unavailability to ensure continuity of care.
- E. Holiday pay is not reimbursed at termination of employment.

SCHEDULING

In light of the Family Focus, Inc. obligation to maintain continuous 24-hour service, certain departments and areas must be operational at all times; therefore, the appropriate staff must be on call in these departments and areas during holidays and be available for work during each holiday week.

Managers and Directors are responsible for scheduling personnel to assure appropriate staff levels during a recognized holiday.

Vacations including the Holiday and the Holiday week will be approved upon review of each request by:

- Rotation according to holiday time from previous year
- Employees vacation time available
- Attendance
- Seniority

Request for a holiday week vacation will be submitted no more than one (1) months in advance. This will ensure appropriate agency coverage.

PAY

All Full Time non-exempt employees will require authorization by their supervisors to work on an authorized holiday and will be paid at time and one-half their regular base rate of pay for the hours worked on the holiday. Full time non-exempt employees who normally are scheduled to work a shift that falls on a holiday, but are scheduled off-duty on the holiday by their supervisor or manager, will use Holiday time hours to be paid for the holiday off. Exempt Full Time employees who work on a holiday will be paid at their normal base rate of pay. Contracted employees are not affected by this policy as the policy does not include contracted employees.