

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Holidays	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 7/11/22	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Coordinator	<b>CEO APPROVAL DATE:</b> 8/2/22 Dr. Tim Kangas, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

NorthCare Network will observe designated Board approved holidays.

### **PURPOSE**

It is the purpose of this policy to make employees aware of fixed holidays within NorthCare Network and establish pay guidelines for those holidays.

### **DEFINITIONS**

- Exempt Employee:*** Exempt employees are those who are “executive, administrative or professional” as defined under Federal Law. All exempt employees are considered paid on a salaried basis, even though their position has been assigned an hourly rate for payroll purposes, and even though their normal salary is subject to deductions for absences due to personal reasons or illness where the employee opts to use, or is not able to use, paid time off to make up for lost time, including such absences for less than a full day.
- Nonexempt Employee:*** Nonexempt employees are those paid on an hourly basis and eligible for overtime under the Fair Labor Standards Act.

### **REFERENCES**

N/A

### **HISTORY**

NEW POLICY 1/1/15

REVISION DATE: 6/23/17, 5/3/18, 3/20/19, 1/20/20

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/23/17, 5/3/18, 3/20/19, 1/20/20, 10/26/20, 8/26/21, 7/11/22

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/4/18, 4/1/19, 2/4/20, 12/1/20, 9/7/21, 8/2/22

BOARD APPROVAL DATE: 12/10/14

## PROCEDURES

NorthCare Network recognizes eleven (11) Board approved holidays each calendar year. These holidays are as follows:

- New Year's Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas
- New Year's Eve

On these designated dates, NorthCare Network offices will be closed. Emergencies will be handled through a 24-hour crisis line. Employees who are in a regular full-time or  $\frac{3}{4}$  time exempt or nonexempt position will be eligible to receive pay for these designated days.

NorthCare Network is a public employer. Public accountability requires that all full-time employees are expected to work forty (40) hours per week normally on a five-day scheduling basis to complete their work. Therefore, it is the practice of NorthCare Network that holiday leave will be considered 8 hours per holiday for a full-time employee (pro-rated to 6 hours per day for a  $\frac{3}{4}$  time employees). For employees not eligible for holiday pay, they will not receive pay for hours not worked.

In those instances where an employee's work schedule has been voluntarily adjusted to accommodate his or her personal request and it is not a formal requirement of that person's job description to have a modified schedule, holiday leave will follow the 8-hour standard interpretation of a workday as stated above.

For those Holidays which fall on a Saturday, the holiday will be observed the previous Friday. Holidays falling on Sunday will be observed the following Monday.

When Christmas Eve and Christmas Day, and New Year's Eve and New Year's Day, fall on a Friday and Saturday, the Holiday will be observed on Thursday and Friday. Should these Holidays fall on Sunday and Monday, then the Holidays will be observed on Monday and Tuesday.

Any hours paid as Holiday pay **will not** be considered as time worked for the purpose of overtime calculations and will be computed at the individual employee's base rate of pay.

If a nonexempt employee is required to work on the actual Holiday (no matter their status, i.e.: full-time, part-time, on-call, etc.), the employee will receive compensation at the rate of one and one-half times their regular rate of pay for hours worked. For full-time and  $\frac{3}{4}$ -time employees, this compensation payment is in addition to any hours of holiday pay (at their regular rate) that they are entitled to.

If an exempt employee is scheduled to work on a holiday, he or she will record those hours worked. For full-time and ¾-time employees, the hours worked are in addition to the hours recorded for the designated holiday. In this situation, the employee may, with their supervisor approval, flex those worked hours off at another time during that pay period. The employee will not be paid for hours worked over 80.

Employees who are on unpaid leave will not receive holiday pay. Employees must be in full pay status on the workdays immediately before and after the Holiday to be eligible for Holiday pay. An un-paid absence immediately before or after a Holiday will disqualify employees for holiday pay.

When a holiday occurs during an employee's approved vacation, the holiday will be recorded and paid as holiday pay. The employee will not be required to utilize PTO for that day.

PTO (Paid Time Off) or time off without pay may be granted to employees who desire to observe a religious holiday which is not recognized by NorthCare Network.