

Bethany Life Communities	Date Effective: 4-2-2007	Date Revised:
<b><i>Holidays</i></b>	Page 1 of 2	

### ***Policy Statement***

Bethany Life Communities recognizes seven (7) holidays with premium pay or time off.

### ***Policy Interpretation and Implementation***

#### **Our holidays are:**

- ✓ New Year's Eve/Day
- ✓ Easter Sunday
- ✓ Memorial Day
- ✓ Independence Day
- ✓ Labor Day
- ✓ Thanksgiving
- ✓ Christmas Eve/Day (see below)

#### **Holiday Time Periods:**

- ✓ A premium of double your normal rate of pay is paid for working during the holiday period as defined below.
- ✓ For the holidays other than Christmas eve/day, the 24-hour holiday period begins with the night shift on the evening prior to the actual holiday and ends 24 hours later.
- ✓ For Christmas eve/day only, the holiday period extends for 32 hours, beginning with the afternoon/evening shift on December 24<sup>th</sup> and ends with the beginning of the night shift on December 25<sup>th</sup>.

#### **Conditions for Premium Holiday Pay:**

- ✓ You are only eligible to receive the premium holiday pay if you work on a holiday.
- ✓ You must have worked as scheduled before and after the holiday, and complete shifts on those days.
- ✓ If the requirement immediately above is not met, the holiday time you work will be paid at your regular rate.
- ✓ You will receive the premium pay if you were not scheduled for the holiday, but get called in and work [regardless of any other conditions].
- ✓ If you are scheduled to work on a holiday and do not work ("call in"), you cannot use PTO to cover the holiday absence and you are ineligible for holiday pay benefits of any kind.
- ✓ Regardless of employment status (***full-time, part-time, casual, or limited***), if you work on the holiday you are eligible for premium holiday pay.
- ✓ Holiday premium pay does not include shift or weekend differentials.

#### **Conditions for "Holiday Not Worked"-Hourly/Non-Exempt Team Members:**

- ✓ Your employment with Bethany Life Communities ***must be full-time***.
- ✓ If you do not typically work on Saturdays or Sundays and the holiday falls on one of those days, you will receive eight (8) hours pay and you are to take off either Friday or Monday, as arranged with your supervisor.

Bethany Life Communities	Date Effective: 4-2-2007	Date Revised:
<b>Holidays</b>	Page 2 of 2	

- ✓ If you work in a department that does not typically work weekends, you are **full-time**, and the holiday falls on a usual workday (Monday through Friday) you will receive eight (8) hours pay to be taken on either the holiday or some other day during that same pay-period as arranged with your supervisor.
- ✓ If you work in a department that typically works weekends (nursing, dietary, linen services, homemakers), you are eligible for the “Holiday Not Worked” only if you are **full-time** and are not needed to work on the holiday.
- ✓ When possible, **full-time** team members who worked on one holiday will not be scheduled to work on the next holiday.
- ✓ **Part-time, casual, and limited** team members are encouraged to work on holidays so they can receive the premium pay and as many full-time team members as possible can have the time off.
- ✓ It is the **team member’s responsibility** to complete the “Absence Record and PTO Request” form (see Holiday Pay Request section) and submit it to the payroll office to be paid for a “Holiday Not Worked.”

**Salaried/Exempt Team Members:**

- ✓ You will receive your usual pay during the pay period of a holiday.
- ✓ You may have the holiday itself off, or some other day as approved by your supervisor.
- ✓ If the holiday falls on a Saturday or Sunday, the day off can be another day as approved by your supervisor.
- ✓ If you work on the holiday, it does not affect your salary.
- ✓ You are **not** eligible for premium holiday pay.