

CAROLINA HEALTH CENTERS, INC.

POLICY AND PROCEDURE

TITLE: Holiday Pay

CATEGORY: Human Resources

NUMBER:

EFFECTIVE DATE:

POLICY:

According to the Employee Leave Policy, Regular/Full Time employees are eligible to receive holiday pay for a maximum of 10 holidays per calendar or benefit year. Holiday pay will be calculated as an 8 hour workday. Salaried employee eligible for holiday pay may receive floating holiday hours in place of holiday pay under certain circumstances. Such reasons and procedures are listed below.

PURPOSE:

To support the equitable application of paid leave benefits.

SCOPE:

This policy applies to those situations when a corporate recognized holiday occurs on a day that an employee who is eligible for holiday pay is not scheduled to work. The procedures are delineated as those applicable to salaried/exempt employees versus those employees paid on an hourly basis

PROCEDURES:

- I. Applicable to **salaried** employees:
 - a. When a corporate recognized policy falls on a **salaried** employee's regularly scheduled day off and the employee keeps that schedule, the employee (including providers and pharmacists) may choose to receive *either* A or B option below:
 - A = One additional floating holiday
 - B = Eight (8) hours of Holiday pay in addition to their regular pay
 - b. If operations are changed to accommodate the holiday hours such that the employee's total amount of worked hours are not affected by the holiday, then neither A or B apply.
 - c. The affected employee will notify their departmental time keeper of their choice between A and B.

CAROLINA HEALTH CENTERS, INC.
POLICY AND PROCEDURE

- d. The timekeeper is responsible for notifying payroll of the adjustment from holiday pay to floating holiday hours being added to the salaried employee's leave bank when the situation allows.
 - e. These additional floating holidays will expire in 3 months.
- II. Applicable to **hourly** employees:
- a. Holiday eligible employees that are hourly will receive the actual holiday or holiday pay the week of the holiday.
 - b. Hours of operation for a site or an employee's hours may be adjusted to make an employee whole that week.
 - c. LWOP or annual leave may be used to make an employee whole.
 - d. Whole is defined as the number of hours for which an employee is regularly scheduled to work.
 - e. All Holiday pay hours will emulate worked hours in the payroll system and therefore will be credited towards overtime calculations in the week paid.