	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	II-104	
		<i>Effective Date</i>	01/01/03	
	<i>Subject:</i>	HOLIDAYS & PERSONAL DAYS	Revised	07/01/2009

POLICY

Johns Hopkins Home Care Group (JHHCG) recognizes certain days of religious, historic, cultural, or other significance as approved paid holidays. Each employee receives a maximum of 10 paid holidays per calendar year, including 7 scheduled holidays and 3 personal days.

ELIGIBILITY

Employees who are regular full-time, part-time or limited employees scheduled to work 20 or more hours per week are eligible for holidays and holiday pay starting from the date of hire.

Limited and part-time (20 to 39 hours per week) employees will receive holiday pay pro-rated to the number of hours normally worked.

Per visit, temporary or casual employees are not eligible for the holiday benefits (refer to per-visit rates).

HOLIDAY SCHEDULES

The seven scheduled holidays are as follows:

- New Year's Day January 1st
- Memorial Day Last Monday In May
- Independence Day July 4th
- Labor Day 1st Monday in September
- Thanksgiving Day 4th Thursday in November
- Christmas Day December 25th

JHHCG provides one additional flexible holiday: Martin Luther King Jr. Day, Presidents Day or the Friday after Thanksgiving.

Employees must declare at the beginning of the calendar year which day they want as their seventh (7th) holiday. Management has discretion in approving this flexible holiday for a day other than the above recommended holidays. Managers are responsible for ensuring adequate coverage is maintained for each holiday. New employees hired after Martin Luther King, Jr. Day (the 3rd Monday in January) will not be eligible for a seventh holiday until January 1st of the following year.



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OBSERVANCE

1. Observance of a holiday commences at 12:01am the day of the observed holiday.
2. Holidays which fall on Saturdays will be observed on the preceding Friday. Holidays which fall on Sundays will be observed on the following Monday.
3. Employees who work in an area that regularly operates seven (7) days a week will be scheduled for a substitute holiday if the holiday falls on their regularly scheduled day off.

HOLIDAY PAY

1. Work Requirements for Eligible Full-time, Part-time and Limited Non-exempt Employees:
 - a. To be paid for the holiday (not worked), an employee must be on an approved paid leave (i.e. Vacation or Personal Leave) or have worked the last scheduled day before the day the holiday is observed.
 - b. To be paid for the holiday (not worked), an employee must report to work or be on an approved paid leave (i.e. Vacation or Personal Leave) the first scheduled day after the day the holiday is observed.
 - c. A non-exempt employee who has an unapproved (i.e. sick leave unscheduled) absence the last scheduled day before or the first scheduled day following a holiday is not eligible to be paid for that holiday.
2. Work Requirements for Eligible Full-time, Part-time and Limited Exempt Employees:
 - a. An exempt employee may receive a deduction from the employee's salary for a full-day absence if the employee fails to report to work as scheduled, including the last scheduled day before or the first scheduled day following a holiday.
3. Pay Computation for Holiday Pay (not worked):
 - a. Eligible regular full-time employees receive holiday pay in the amount of eight (8) hours times their regular hourly rate.
 - b. Eligible regular part-time and limited employees receive prorated holiday pay based on the percentage of hours scheduled to work as compared to 40 hours per week.

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Example: A 32 hr per week employee would get 80% of 8 hours which is equivalent to 6.4 hours for a holiday.

- c. Eligible employees on an approved paid leave (i.e. short-term and mid-term disability) will accrue holiday pay.
- d. Employees on an unpaid leave (i.e. long-term disability) will not accrue holiday pay.
- e. Holiday pay is not defined as hours worked in computing overtime.


4. Premium Pay for Time Worked on an Observed Holiday

- a. Eligible exempt employees who work on an observed holiday will be paid at straight time for all time worked on the holiday and will be granted a substitute paid holiday that must be taking within 60 calendar days of the holiday. If a regular exempt employee is unable to schedule the substitute holiday off within the 60-day period due to staffing or departmental needs, it is at the discretion of the manager to submit a request for a payout or an extension to the 60-day time limit.

Note: Clinical exempt employees (regular full-time, part-time or limited) whom a supervisor assigns to cover agency patients on an observed or actual holiday will receive premium holiday pay at the rate of one and one-half (1 ½) times their regular holiday pay. They will also be granted a substitute holiday, with pay, within 60 calendar days. Part-time clinicians will receive pay on a prorated basis according to the hours they are normally scheduled to work. The employee must submit the date used for the substitute holiday hours in advance to their manager.

- b. Eligible nonexempt employees who work on an observed holiday will receive premium pay at the rate of one and one-half (1 ½) their regular hourly rate. They will also be granted a substitute holiday with pay, within 60 calendar days.

Note: Non-exempt healthcare providers, i.e. Home Health Aides, will receive premium holiday pay for working on an observed holiday only when a supervisor assigns them to cover agency patients. Working the holiday should be pre-approved and dictated by the needs of the patient and not the desire of the non-exempt healthcare provider to work.

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- c. If an eligible exempt employee works both the JHHCG observed holiday and actual holiday, they will receive a substitute holiday for one day only.

Note: To be eligible for either premium holiday pay or a substitute holiday for working on an observed holiday, a supervisor must have approved the schedule in advance.

5. Employees with an unauthorized absence

An employee who is on an unauthorized absence on a holiday that they are scheduled to work shall not be eligible for any type of holiday pay.

6. Employees Receiving Workers Compensation:

Employees who are receiving Workers Compensation are not eligible for holiday pay.

7. Holiday versus Sick Time:

An employee who is scheduled to work on an observed holiday but calls in sick in accordance with appropriate procedures will receive straight time holiday pay for that day, but will not be eligible for a substitute holiday. A supervisor may request a certificate from a physician before paying the holiday, unless the absence is covered by an FML certification.

8. Holiday versus Vacation Time:


When an observed holiday occurs during an employee's vacation period, the hours are scheduled as holiday hours and are not charged to an employee's vacation leave balance.

9. Terminated Employees:

Employees must work at least one (1) day after the observed holiday to be eligible for holiday pay. The holiday cannot be the employee's last day of work.

10. Separation Notice:

Holidays and substitute holidays are not considered working days for purposes of

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appropriate separation or transfer notice.

PERSONAL DAYS

Regular full-time, part-time and limited employees are eligible to receive three (3) Personal Days during the calendar year. Regular part-time and limited employees accrue prorated personal time based on the percentage of hours scheduled to work as compared to 40 hours per week. Example: A 32 hr per week employee would get 80% of 3 days or 24 hours which is equivalent to 19.2 hours for personal days.

During the first year of employment, employees will be eligible for personal days as follows:


<u>Those Hired</u>	<u>Eligible For</u>
January 1 – May 31	3 Personal Days
June 1 – September 30	1 Personal Day

Employees hired after September 30th will not be eligible for any Personal Days in that calendar year.

1. Personal days do not accumulate and they must be taken by the last pay date of the calendar year. No payment will be made for unused personal days. It is the responsibility of the employee to request and use personal days before they expire.
2. Requests for use of Personal Days must be in writing at least one week before taking the day off except in emergencies. Managers are to consider workload priorities in determining whether to approve such requests. However, full consideration is given to requests for holidays of religious significance where reasonable accommodation is possible.
3. Unused personal days will not be paid upon termination
4. Personal Days versus Sick Time:

An employee who calls in sick on a scheduled Personal Day will remain on “Personal Day” status for that day and will not be granted sick time.

5. Separation Notice:

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Personal Days are not considered working days for purpose of appropriate separation or transfer notice; therefore, Personal Days cannot be used after written notice is given.

HOLIDAY STAFFING COVERAGE

Appropriate staffing levels will be determined by each company and communicated to employees prior to each holiday

RESOURCES

Sick Leave, Vacation and Worker's Compensation policies

SPONSOR

Director of Human Resources

REVIEW CYCLE

3 years