	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR327
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POLICY

The Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) provides a total of seven paid fixed holidays per calendar year.

ELIGIBILITY

Employees who are regular full-time and part-time employees, scheduled to work 20 or more hours per week are eligible for holidays and holiday pay.

Bargaining Unit employees are subject to the provisions of this policy unless expressly modified or restricted by specific provisions of the Collective Bargaining Unit

PROVISIONS

1. Holiday Schedule – All eligible employees are entitled to pay for each of the seven scheduled holidays as follows:

- New Year's Day
- Martin Luther King, Jr. Birthday Observance
- Memorial Day Observance
- Independence Day Observance
- Labor Day
- Thanksgiving Day
- Christmas Day


Observance of a holiday commences at 11:00 pm the night prior to the observed holiday through 11:00 pm the day of the observed holiday.

2. Observance

- a) Department or areas which regularly operate Monday through Friday will observe holidays which fall on Saturday on the preceding Friday, and holidays which fall on Sunday on the following Monday.
- b) Departments or areas which regularly operate seven days a week will observe holidays which fall on Saturday or Sunday on the day the holidays falls. Employees who work in a department or area which regularly operates seven days a week will be scheduled for a substitute day off if they work on the holiday, or the holiday falls on their regularly scheduled day off. If an employee in a department or area which operates seven days a week works regularly on a Monday through Friday schedule, his/her holiday will be observed according to 2a above (see substitute Holiday of this policy section).

3. Holiday Pay

- a) Work Requirements – To receive holiday pay, an employee must (1) work his/her last scheduled day prior to the day the holiday is observed and (2) report to work on his/her first scheduled day after the holiday is observed. An employee who has an unscheduled absence prior to or immediately following an observed holiday is not eligible for holiday pay and will not receive a substitute holiday but can use unscheduled PTO (PTU) to cover the absence. If an employee who has an unscheduled absence works on the observed holiday, he or she will receive holiday premium pay, but will not receive a substitute holiday.

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b) Pay Computation

i. Eligible full-time employees receive holiday pay in the amount of eight hours times their regular hourly rate, including shift differential for employees regularly scheduled on only evening or night shifts.

ii. Employees scheduled to work more than eight hours (e.g. employees scheduled to work 10 or 12 hours) will be paid eight hours. The employee can make up the additional time by:

- Working the additional hours
- Using PTO hours in lieu of working as approved by Department Director

iii. Eligible part-time employees receive pro-rata holiday pay based on their scheduled part-time weekly hours (e.g., 20 hour employee receives 4 hours of holiday pay)

iv. Holiday Pay is defined as time worked for the purpose of computing weekly overtime pay.

c) Substitute Holiday

i. Employees who are regularly scheduled to work on an observed holiday will be granted another day off (substitute holiday) with pay within 120 calendar days after the observed holiday.

The time-keeping systems have holiday time accruals for managers to track employee substitute holidays.

d) Pay for Time Worked on an Observed Holiday

i. 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 holiday.

ii. Non-exempt employees who work on an observed holiday will be paid at holiday premium pay, time and one half (1 ½) their regular rate, for all time worked on the holiday, and will be granted a substitute holiday, with pay.

iii. Non-exempt employees who are called in to work on an observed holiday will be paid at time and one half (1 ½) for actual hours worked or a minimum of four hours. The manager will determine if the employee is then paid holiday at that time or granted a substitute holiday.


iv. Scheduled absences- an employee on a scheduled absence during a holiday that he/she is scheduled to work will receive normal holiday pay.

v. Unscheduled absences – an employee who is on an unscheduled absence on a holiday that he/she is scheduled to work shall not be eligible for any type of holiday pay.

vi. Worker's Compensation – employees who are receiving Worker's Compensation are not eligible for holiday pay

vii. Holiday occurs while on Vacation or PTO

If a holiday occurs while an employee is using vacation or PTO, the employee will be paid for any observed holiday that occurs during that period, but not vacation or PTO.

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- f) Employees on Leaves of Absence
Employees on an approved unpaid leave of absence who have worked at least one (1) day within the 30 calendar day period before or after the holiday occurs will receive holiday pay.
- g) Employees on FMLA
Employees out on FMLA will be paid for an observed holidays while taking FMLA.
- h) Terminating Employees
Terminating employees must work at least one day after the observed holiday to be eligible for holiday pay. (See Separation Policy)

SPONSOR

Vice President, Human Resources

REVIEW CYCLE

3 Years

APPROVAL



Vice President, Human Resources