

**MARKLUND**  
**HUMAN RESOURCE POLICY AND PROCEDURE**

**POLICY NO: 4.2**

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**SUBJECT: HOLIDAY PAY/ PAID HOLIDAYS**

**DEPARTMENTS AFFECTED: ALL**

**APPROVED BY: S.P.O.T**

**ISSUE DATE: 2-15-91 REVISION DATE: 12-4-97, 7-18-01, 1-18-02, 11-01-04 12-10-11, 7-01-2012, 9-19-2016, 12-01-2016**

**EFFECTIVE DATE: 2-15-91**

**PURPOSE:** To define those holidays recognized by the organization.

**POLICY:** Eligible staff that work any hours during the holiday times listed below will be paid one and one-half times their hourly rate for the hours worked. In addition, Marklund recognizes the six national holidays and pays eligible employees one 8 hour shift of paid benefit time for each of the six holidays.

New Year's Day:	11:00 p.m. (on the eve) through 11:00 p.m. New Year's Day
Memorial Day:	11:00 p.m. (on the eve) through 11:00 p.m. on Memorial Day
Fourth of July:	11:00 p.m. (on the eve) through 11:00 p.m. on the Fourth of July
Labor Day:	11:00 p.m. (on the eve) through 11:00 pm on Labor Day
Thanksgiving Day:	11:00 p.m. (on the eve) through 11:00 p.m. on Thanksgiving Day
Christmas Day:	11:00 p.m. (on the eve) through 11:00 p.m. on Christmas Day

1. Procedure:

Upon hire, and every 1<sup>st</sup> pay period following January 1<sup>st</sup>, all full time employees will have the appropriate amount of paid holiday time put into a "bank" for use on the six designated holidays.

During the pay period that these holidays are recognized, eligible employees will receive "paid holiday benefit time" for one eight shift.

To be eligible to receive the holiday pay you must work all scheduled hours, whether a regular shift or a pick up shift, 48 hours before and after the actual holiday. See the example below.

Example: If the 4<sup>th</sup> of July falls on a Wednesday, and you are scheduled for anytime between 11:00 pm on Sunday, the 2<sup>nd</sup> through 11pm Tuesday as well as anytime between 11 pm Wednesday the 4<sup>th</sup> through 11 pm Friday, you must work those scheduled hours to get paid for the holiday.

Any PTO time approved in advance, or any incident such as FMLA, Jury Duty, and Worker's Compensation will be exempt from the guidelines above.

Paid Benefit Time is not a vested benefit and may only be used while employed and considered eligible at a full time status. Should an employee reduce their hours below full time, any remaining hours in their bank will be deleted at the beginning of the pay period in which they reduced their hours.

Paid Benefit Time is always paid as straight time.

## 2. Holiday Staffing

For departments that are scheduled seven days a week, eligible employees will receive their “Paid Benefit Time” on the actual holiday.

For departments that are only normally scheduled Monday through Friday, eligible employees will receive their “Paid Benefit Time” on the day designated. This may only happen when a holiday falls on a Saturday or Sunday and the department is not normally scheduled.

Every eligible employee will receive one eight hour shift of “Paid Benefit Time” for each of the designated holidays.

## 2. Conversion to PTO

Beginning with the Christmas Day Holiday in 2016, nonexempt employees will have a choice on how to use the six Paid Benefit Holidays.

Choice 1: A nonexempt, full time employee may choose to be paid the 8 hours of Paid Holiday Benefit Time whether they work the holiday or not. They do not need to do anything for this to happen.

Choice 2: A nonexempt, full time employee may choose to transfer their 8 hours of Paid Holiday Benefit Time to their PTO bank in lieu of being paid those 8 hours on the holiday.

If this is their choice, they must fill out the proper form (see attached) and turn it into the Payroll Department by the Friday before the first day of the pay period in which the Holiday occurs. With either choice, the rules about working your scheduled shifts 48 hours before and after the holiday will apply. If an employee calls off during either of those designated times, they will forfeit the eight hours of paid benefit time.

Employees are responsible for managing the hours in their PTO bank. Anyone that reaches their maximum balance cannot accrue any further PTO until the number of hours in the bank reduces. This is also true for transferring any Paid Holiday Benefit Time into a person’s PTO bank.



**REQUEST TO CONVERT PAID BENEFIT TIME TO PTO**

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
HOME DEPT.: \_\_\_\_\_  
PHONE: \_\_\_\_\_

I am requesting to convert 8 hours of Paid Holiday Benefit time to 8 hours of PTO time. I understand that by doing this I will not receive Paid Holiday Benefit time for the holiday selected.

**Please Select Only One:**

- Christmas Day** Form Due By: 12/16/2016
- New Year's Day** Form Due By: 12/30/2016
- Memorial Day** Form Due By: 5/19/2017
- Fourth of July** Form Due By: 6/30/2017
- Labor Day** Form Due By: 8/25/2017
- Thanksgiving Day** Form Due By: 11/17/2017

Please read the following information and sign your name at the bottom indicating your agreement to the rules and guidelines outlined.

1. Each request must be made separately for each holiday and can only be submitted one pay period before the actual holiday in which you wish to convert the Paid Holiday Benefit time to PTO.
2. Once this request has been submitted to the Payroll Department, it may not be cancelled.
3. If you call off 48 hours before or after the holiday, you will forfeit the eight hours of PTO.

*By signing below, I am acknowledging my understanding and agreement to abide by the rules outlined above.*

\_\_\_\_\_  
Employee Signature DATE

\_\_\_\_\_  
Print Last Name