

**Holidays****Policy #302**

Effective Date: 1-1-2009

Revision Date: 4-1-2010

**Policy:**

UCP provides the following 9 paid holidays and one floating holiday that may be taken with prior management approval for eligible employees:

New Year's Day	Thanksgiving Day
Martin Luther King, Jr. Day	The day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	The day before or after Christmas
Labor Day	

**Procedure:**

1. When holidays observed by UCP occur on a Saturday or Sunday, the holiday will be observed on a workday or either before or after the holiday, as determined by UCP.
2. To be eligible for a recognized paid holiday, a non-exempt employee must meet the following requirements:
  - a. The employee must have worked and be in active pay status in the calendar week during which the holiday is observed by UCP; and
  - b. If scheduled to do so, the employee must have worked on the day on which the holiday is observed by UCP.
3. **Holiday pay for non-exempt full-time and part-time employees will be prorated based on hours worked and paid at the employee's regular rate of compensation.** Holiday hours are not counted towards the 40-hour work week for purposes of determining overtime. Holiday pay for an exempt employee is included in the employee's salary. Those employees classified as PRN are not eligible to receive holiday pay.
4. If a UCP paid holiday falls during a period in which the employee is on approved PTO, the employee shall receive holiday pay for that recognized holiday and accumulated PTO hours will not be charged against the employee for that holiday.
5. If a non-exempt employee is assigned to and does work on a holiday, he/she will earn up to eight hours holiday pay, based on percentage of full time equivalent status. In addition, the employee will have the choice as to whether he/she will receive a credit to his/her PTO balance equal to the number of hours worked or receive straight pay equal to the number of hours worked. The employee must notify his/her manager of this choice before the end of the pay period in which the holiday falls.
6. New employees are eligible for holiday pay immediately upon hire (if they otherwise meet the criteria listed above).

**Calculating Holiday time allowed.**

The determining factor concerning how much Holiday time you will receive is based on your percentage of full-time employment.

If you are a non-exempt employee and generally scheduled and work 40 hours per week, you are considered a 1.0 Full Time Equivalent (FTE). If you qualify for a holiday based on the criteria in the points above, you will receive 8 hours of holiday pay each time a holiday occurs.

If you are a non-exempt employee and generally are scheduled and work less than 40 hours per week, use the following calculation to figure the number of hours of holiday pay you will receive:

Hours generally scheduled and worked divided by 40, times 8

As an example, if you generally are scheduled and work 24 hours per week and a holiday occurs, you will receive:

24 divided by 40 = .6 times 8 = 4.8 hours of holiday pay.

This calculation applies only to non exempt full time, part time and part time casual employees. Exempt employees are paid their full salary amount for holidays not worked and may arrange with their manager for other time off if a holiday is worked.

On File

4-1-2010

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Approved by

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Date