TRUE HEARTS AND HANDS HOSPICE

**2021 HOLIDAY CALENDAR**

New Year’s Day Friday, January 1

Memorial Day Monday, May 31

Labor Day Monday, September 6

Thanksgiving Day Thursday, November 25

Christmas Eve Friday, December 24

New Year’s Eve Friday, December 31

Personal Day Floating Holiday

**NOTES:**

* Employees must be FT to be eligible for Holiday Pay.
* In most cases, our hospice offices will be closed on holidays. Exempt employees will receive their regular pay on designated holidays, and non-exempt employees will receive pay as if they had worked on the holiday (according to their average hours worked for the previous 30 days).
* If a non-exempt employee works on a company observed holiday, the employee will be paid their regular rate of pay, in addition to holiday pay (straight time) for that day. Holiday pay will be calculated using employees’ straight-time pay rate as of the date of the observed holiday.
* Employees who are On Call on a Company observed holiday will receive the holiday premium call rate according to the current call rate schedule.
* If an exempt employee works on a Company observed holiday, the employee may receive another day off with pay to be scheduled at the mutual benefit of the Company and the employee.
* If a holiday falls during an eligible employee’s pre-approved PTO for any reason, holiday pay will be provided instead of using any available PTO.
* Employees who are on a leave of absence are not eligible for holiday pay for holidays that occur during the leave.
* In order to be eligible for holiday pay, an employee must work their scheduled shifts immediately preceding and following the holiday or have had prior PTO approval from their manager.
* Paid holiday hours are not counted as hours worked for the purpose of calculating overtime pay.