TO: All University Hospital Staff

FROM: Gerard Garcia
Chief Human Resources Officer

SUBJECT: YEAR 2016 HOLIDAY SCHEDULE

DATE: August 17, 2015

The holiday schedule for all University Hospital staff for the calendar year 2016 is as follows:

1. January 1, 2016 Friday New Year’s Day
2. January 18, 2016 Monday Martin Luther King Jr’s Birthday
3. March 25, 2016 Friday Good Friday
4. May 30, 2016 Monday Memorial Day
5. July 4, 2016 Monday Independence Day
6. September 5, 2016 Monday Labor Day
7. November 24, 2016 Thursday Thanksgiving Day
8. November 25, 2016 Friday Day after Thanksgiving
9. December 26, 2016 Monday Christmas Day Observance

STAFF RECEIVE SIX (6) FLOAT HOLIDAYS

Only regular full and part-time staff who are in active payroll status as of January 1, 2016, and full-time temporary staff who have been continuously employed for six (6) months as of that date, are eligible for six (6) float holidays.

Regular staff hired between January 2, 2016 and July 1, 2016 will be credited with three (3) float holidays in July 2016. Staff who are on unpaid leave on January 1, 2016, but return from leave on or before July 1, 2016 will be credited with three (3) float holidays.

Float Holidays must be taken between January 1, 2016, and December 31, 2016, or they are forfeited.
Float Holidays shall be reported on the time sheets as “FH”.

Regular part-time staff shall be paid for Float Holidays on a prorated basis in accordance with the length of their workweek.

Float Holidays, except in the case of personal emergencies, must be requested at least one week in advance. Float Holidays may be used for religious holidays.

Supervisors shall only approve a Float Holiday if the staff member’s absence does not interfere with University operations.

For staff members on a seven-day workweek schedule, a holiday falling on a Saturday or Sunday is observed on that day. Premium pay will be given only to staff members working the actual holiday.

Premium pay is not given for work performed on Good Friday or on the Day after Thanksgiving for non-exempt staff.