



# UNIVERSITY HOSPITAL

Newark, New Jersey

**TO:** All University Hospital Staff  
**FROM:** Gerard Garcia  
Chief Human Resources Officer  
**SUBJECT:** YEAR 2017 HOLIDAY SCHEDULE  
**DATE:** October 10, 2016

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The holiday schedule for **all University Hospital staff** for the calendar year 2017 is as follows:

1. January 2, 2017	Monday	New Year's Day Observance
2. January 16, 2017	Monday	Martin Luther King Jr's Birthday
3. April 14, 2017	Friday	Good Friday
4. May 29, 2017	Monday	Memorial Day
5. July 4, 2017	Tuesday	Independence Day
6. September 4, 2017	Monday	Labor Day
7. November 23, 2017	Thursday	Thanksgiving Day
8. November 24, 2017	Friday	Day after Thanksgiving
9. December 25, 2017	Monday	Christmas Day

### **STAFF RECEIVE SIX (6) FLOAT HOLIDAYS**

Only regular full and part-time staff who are in active payroll status as of January 1, 2017, 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, 2017 and July 1, 2017 will be credited with three (3) float holidays in July 2017. Staff who are on unpaid leave on January 1, 2017, but return from leave on or before July 1, 2017 will be credited with three (3) float holidays.

Float Holidays must be taken between January 1, 2017, and December 31, 2017, 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.