



UNIVERSITY HOSPITAL

Newark, New Jersey

TO: All University Hospital Staff

FROM: Gerard Garcia
Chief Human Resources Officer

SUBJECT: YEAR 2019 HOLIDAY SCHEDULE

DATE: August 14, 2018

The holiday schedule for all University Hospital staff for the calendar year 2019 is as follows:

1. January 1, 2019	Tuesday	New Year's Day
2. January 21, 2019	Monday	Martin Luther King Jr's Birthday
3. April 19, 2019	Friday	Good Friday
4. May 27, 2019	Monday	Memorial Day
5. July 4, 2019	Thursday	Independence Day
6. September 2, 2019	Monday	Labor Day
7. November 28, 2019	Thursday	Thanksgiving Day
8. November 29, 2019	Friday	Day after Thanksgiving
9. December 25, 2019	Wednesday	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, 2019, 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, 2019 and July 1, 2019 will be credited with three (3) float holidays in July 2019. Staff who are on unpaid leave on January 1, 2019, but return from leave on or before July 1, 2019 will be credited with three (3) float holidays.

Float Holidays must be taken between January 1, 2019, and December 31, 2019, 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.