


MEMORANDUM

TO: All University Hospital Staff

FROM: Gerard Garcia 
Chief Human Resources Officer

SUBJECT: YEAR 2022 HOLIDAY SCHEDULE

DATE: September, 2021

The holiday schedule for **all University Hospital staff** for the calendar year 2022 is as follows:

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| 1. | January 1, 2022 | Saturday | New Year's Day |
| 2. | January 17, 2022 | Monday | Martin Luther King Jr. Day |
| 3. | April 15, 2022 | Friday | Good Friday |
| 4. | May 30, 2022 | Monday | Memorial Day |
| 5. | July 4, 2022 | Monday | Independence Day |
| 6. | September 5, 2022 | Monday | Labor Day |
| 7. | November 24, 2022 | Thursday | Thanksgiving Day |
| 8. | November 25, 2022 | Friday | Day After Thanksgiving |
| 9. | December 25, 2022 | Sunday | Christmas Day |

STAFF RECEIVE SIX (6) FLOAT HOLIDAYS

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.

For employees on a Monday to Friday standard workweek schedule, a holiday falling on a Sunday is observed on the following Monday; a holiday falling on a Saturday is observed on the preceding Friday.

Only regular full and part-time staff who are in active payroll status as of January 1, 2022, 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, 2022 and July 1, 2022 will be credited with three (3) float holidays in July 2022. Staff who are on unpaid leave on January 1, 2022, but return from leave on or before July 1, 2022 will be credited with three (3) float holidays.

Float Holidays must be taken between January 1, 2022, and December 31, 2022, or they are forfeited.

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.