



POLICY TITLE: Holiday Pay

Responsible Department: Human Resources

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SUMMARY & PURPOSE:

The purpose of this policy is to provide guidelines for the compensation of premium pay to non-exempt (hourly) employees who are required to work, at the request of leadership, during designated holidays. This policy also provides guidelines for requests for Paid Time Off (PTO) during designated holidays, as well as for scheduling meetings and Baptist Health events on secular or religious holidays. Holiday hours worked will be included in the accrual of PTO. Refer to BHSF HR Administrative Policy 3800 Paid Time Off (PTO).

POLICY:

Baptist Health will pay a premium to non-exempt (hourly) employees who, at the request of leadership, work on the following holidays between the following dates and times:

- | | |
|------------------------------|-------------------------------|
| • 11p Martin Luther King Eve | to 11p Martin Luther King Day |
| • 11p Memorial Day Eve | to 11p Memorial Day |
| • 11p Independence Day Eve | to 11p Independence Day |
| • 11p Labor Day Eve | to 11p Labor Day |
| • 11p Thanksgiving Eve | to 11p Thanksgiving Day |
| • 11p December 24 | to 11p December 25 |
| • 11p December 31 | to 11p January 1 |

Hourly employees: will be compensated at time-and-one-half of their regular rate as holiday pay regardless of the number of hours worked in a week. If an employee works more than 40 hours in a week and also works a holiday in the same work week, the employee will be compensated at a total of two-time the regular rate. (one-and-one-half of their regular for overtime and one-half for holiday hours worked).

Employee Request for Holiday time off:

Department Leaders shall establish departmental procedures for employees who request schedules and/or Paid Time Off to observe secular or religious holidays.

Scheduling Meetings on Holidays:

Baptist Health Leadership will, whenever possible, refrain from scheduling meetings or classes on all holidays observed by the federal and state government, as well as on significant religious or ethnic holidays.

SCOPE/APPLICABILITY:

Applies to all Baptist Health South Florida employees.

PROCEDURES TO ENSURE COMPLIANCE:

The manager will approve holiday pay in the Kronos system by verifying the Kronos Pay Code "HOL" is applied to hours worked in the holiday zone.

SUPPORTING/REFERENCE DOCUMENTATION:

N/A

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:

- BHSF HR Administrative Policy 2300 Overtime
- BHSF HR Administrative Policy 3800 Paid Time Off (PTO)

ENFORCEMENT & SANCTIONS:

Violation of this policy may lead to disciplinary action, up to and including termination of employment.