

**Reviewed/Revised:**  
Mo/Yr: \_\_\_\_\_ September 2005 \_\_\_\_\_

## Erlanger Health System Policy and Procedure

Index Title	<u>                    Holiday Premium                    </u>	Number	<u>                    8327.0607                    </u>
Originating Department	<u>                    Human Resources                    </u>	Effective Date	<u>                    5/14/98                    </u>

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**SCOPE:** All hourly employees and hourly medical professional relief pool employees.

**POLICY:** The purpose of this policy is to provide guidelines for compensating employees working on holidays.

Eligible holidays are New Year's Day, Thanksgiving Day, and Christmas Day. The Holiday Premium is equal to .5 times the employee's regular rate of pay for actual hours worked. The Holiday Premium will be paid during regular and overtime hours worked. However, the Holiday Premium will not be paid in addition to Call Back Premium if an employee is called in on a holiday.

The holiday will begin at 12:00 a.m. and will end at 11:59 p.m.

Managers are strongly encouraged to allow employees time off for religious and ethnic holidays.

Approved by \_\_\_\_\_  
oChairman of Personnel Committee  
oChairman of Board of Trustees

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Vice President of Human Resources