



HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

POLICY TITLE: HOLIDAY PAY

POLICY NUMBER: 00023

REVIEWED & REVISED: 05/01/2012

POLICY:

Hektoen generally follows the John H. Stroger Jr. Hospital of Cook County holiday schedule. Units not on the main hospital campus will follow the local schedule, not to exceed a total of 12 days.

New Years Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day and a personal holiday.

EMPLOYEES AFFECTED: All HEKTOEN Staff

PURPOSE:

Regular full-time and regular part-time employees may be eligible for holiday pay. A regular part-time employee who regularly schedule to work 20 or more hours per week shall receives holiday pay if the holiday falls on a day the part-timer normally works, and this pay is prorated based upon average hours worked per day.

In order to be eligible to receive holiday pay, you are required to work your regularly scheduled hours the workday preceding and the workday following the holiday. In accordance with Hektoen policy, an approved vacation or other authorized time off is considered a day worked for purposes of holiday pay eligibility.

Hektoen will not normally require employees to work on any of the above-stated holidays. In an emergency, an employee may be requested to work on any of the holidays listed above.

Approved by:  Date: 4/10/12

Job Title: Administrator