

NORTHCARE NETWORK

POLICY TITLE: Holidays	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/13/23	
REVIEW DATE: 8/25/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: Human Resources Manager	CEO APPROVAL DATE: 10/22/25 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

NorthCare Network will observe designated Board-approved holidays.

PURPOSE

It is the purpose of this policy to make employees aware of fixed holidays within NorthCare Network and establish pay guidelines for those holidays.

DEFINITIONS

1. ***Exempt Employee:*** Exempt employees are those who are exempt from overtime pay under the Fair Labor Standards Act. To be considered exempt, an employee must meet specific criteria related to job duties and pay.
2. ***Nonexempt Employee:*** Nonexempt employees are those paid on an hourly basis and eligible for overtime under the Fair Labor Standards Act.

REFERENCES

Fair Labor Standards Act

HISTORY

NEW POLICY 1/1/15

REVISION DATE: 6/23/17, 5/3/18, 3/20/19, 1/20/20, 12/13/23, 8/25/25

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/23/17, 5/3/18, 3/20/19, 1/20/20, 10/26/20, 8/26/21, 7/11/22, 12/13/23, 11/3/24, 8/25/25

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/4/18, 4/1/19, 2/4/20, 12/1/20, 9/7/21, 8/2/22, 12/13/23, 11/5/24, 10/22/25

BOARD APPROVAL DATE: 12/10/14, 12/13/23

PROCEDURES

NorthCare Network recognizes 13 Board-approved holidays each calendar year. These holidays are as follows:

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Juneteenth Day
Independence Day
Labor Day
Veterans Day
Thanksgiving
Friday after Thanksgiving
Christmas Eve
Christmas
New Year's Eve

On these designated dates, the NorthCare Network office will be closed. Emergencies will be handled through a 24-hour crisis line. Full-time employees will be eligible to receive pay for these designated holidays. The HR Manager will publish the holiday schedule annually.

NorthCare Network is a public employer. Public accountability requires that all full-time employees are expected to work 40 hours per week normally on a five-day scheduling basis to complete their work. Therefore, it is the practice of NorthCare Network that holiday leave will be considered eight hours per holiday for a full-time employee. Employees not eligible for holiday pay will not receive pay for hours not worked.

If an employee's work schedule has been voluntarily adjusted to accommodate their personal request and it is not a formal requirement of their job description to have a modified schedule, holiday leave will follow the eight-hour standard interpretation of a workday as stated above.

Holidays falling on a Saturday will be observed on the previous Friday. Holidays falling on Sunday will be observed on the following Monday.

When Christmas Eve and Christmas Day, and New Year's Eve and New Year's Day, fall on a Friday and Saturday, the holiday will be observed on Thursday and Friday. Should these holidays fall on Sunday and Monday, then the holidays will be observed on Monday and Tuesday.

Any hours paid as holiday pay **will not** be considered as time worked for the purpose of overtime calculations and will be computed at the individual employee's base rate of pay.

If a nonexempt employee is required to work on the actual holiday (no matter their status, i.e.: full-time, part-time, etc.), the employee will receive compensation at the rate of one and one-half times their regular rate of pay for hours worked. For full-time employees, this compensation payment is in addition to any hours of holiday pay (at their regular rate) that they are entitled to.

If an exempt employee is scheduled to work on a holiday, they will record those hours worked. For full-time employees, the hours worked are in addition to the hours recorded for the designated holiday. In this situation, the employee may, with their supervisor's approval, flex those worked hours off at another time during that pay period. The employee will not be paid for hours worked over 80.

Employees who are on unpaid leave will not receive holiday pay. Employees must be in full pay status on the workdays immediately before and after the holiday to be eligible for holiday pay. An unpaid absence immediately before or after a holiday will disqualify employees for holiday pay.

When a holiday occurs during an employee's approved vacation, the holiday will be recorded and paid as holiday pay. The employee will not be required to utilize PTO for that day.

PTO (Paid Time Off) or time off without pay may be granted to employees who desire to observe a holiday which is not recognized by NorthCare Network.