

## **ETSU PHYSICIANS AND ASSOCIATES**

**Policy Title:** Paid Holidays  
**Policy Manual Section:** Human Resources  
**Policy Number:** HR 095 D  
**Effective Date:**  
**Board Approval Date:**

### **Review/Revision History:**

<b>Reviewed by:</b>	<b>Date:</b>	<b>Revision Number: (i.e. A, B, C)</b>
Operations Committee	06/05/2002	A
Operations Committee	12/22/2004	B
Operations Committee	01/25 /2006	C
<b>A&amp;B Committee</b>	<b>02/21/2013</b>	<b>D</b>

### **APPROVED BY:**

**Signature:** \_\_\_\_\_  
Chair, Administration and Budget Committee

**Signature:** \_\_\_\_\_  
President, Board of Directors

---

### **Policy:**

ETSU Physicians and Associates recognize **eight (8)** paid holidays for all budgeted employees during each calendar year.

### **Procedure:**

The holidays the Practice recognizes as paid holidays the following:

- New Year's Day (January 1)
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve (December 24)**
- Christmas Day (December 25)

Recognized holidays occurring on a Saturday will be observed on the previous Friday and recognized holidays occurring on a Sunday will be observed on the following Monday.

Upon employment, all budgeted full-time and part-time employees will receive holiday pay (pro-rated according to their fte status). If an employee is required to work on an official holiday, one hour off is given for each hour of "holiday" time worked and no overtime (1 times regular rate) would be involved unless the workweek hours exceed 40 hours. Temporary and PRN employees are not eligible for holiday pay, unless employed longer than 6 months.

An employee must be on payroll either the day prior to or the day after the holiday in order to earn the paid holiday. This includes time worked; the use of accrued vacation, sick, PTO, or other qualified paid leave.

If an employee's hire date falls the day after a holiday, no holiday pay will be given. Once an employee gives notice of termination, they must work the day before and the day after a holiday to receive holiday pay. Employees on FMLA must also be on payroll the day before or the day after the holiday to receive holiday pay i.e. using vacation time, sick time, or PTO time.