



SUBJECT:	Holidays
POLICY NO:	IV:04
APPLICABLE TO:	Regular Full-Time/Part-time (0.5 FTE & >) Employees
PAGE NO:	1 of 2
EFFECTIVE DATE:	July 1, 1989
REVISION DATE:	January 1, 2022

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) observes the following paid holidays:

New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	One Floating Holiday
Labor Day	

II. PROCEDURE:

- A. Departments that operate on a Monday through Friday schedule will observe a holiday that falls on a Saturday or Sunday as follows: the preceding Friday will be taken for a holiday falling on Saturday; the following Monday will be observed for a holiday that falls on Sunday with the exception of New Year's Day. If New Year's Day falls on a Saturday, it will be recognized on the following Monday.
- B. If the employee is not required to work the holiday, the employee will receive eight (8) hours pay at their normal hourly rate of pay (prorated for part-time employees).
- C. Departments may be required to remain open during scheduled holidays.

Non-exempt employees working a scheduled holiday will receive time and one-half their regular hourly rate of pay for hours worked, and bank the holiday (prorated for part-time employees .5 FTE and above).

Exempt employees required to work a scheduled holiday will be paid their regular salary and bank the holiday.

Employees may work holidays only with approval from their supervisor.

- D. Employees working an HHRI observed holiday can bank the holiday for future use.
 - 1. Banked holidays can be used to augment an employee's workweek, but not to exceed their FTE.
 - 2. The banked holiday must be used by the end of the calendar year or the banked holiday will be forfeited.

Exception: If an employee is scheduled to work Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day and/or Christmas Day, these banked holidays may be carried forward to the next year but must be used by January 31st of the following year. If an employee is scheduled to work a holiday, the supervisor may approve an impending holiday to be used one (1) working day prior to the scheduled holiday, providing the employee actually works the scheduled holiday.



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3. Holiday pay will be paid for shifts that begin on the scheduled holiday.

- E. Employees having an unapproved absence or unpaid leave of absence from work on the day preceding or following a regularly scheduled holiday will not receive the holiday pay.
- F. Each January 1, eligible employees will receive a floating holiday which must be used during the calendar year or the holiday will be forfeited. New employees hired into a regular full-time or part-time (.5 FTE or greater) position on or before October 31 will be eligible for a floating holiday upon employment. The floating holiday must be used during the calendar year or it will be forfeited. Employees hired after October 31 will not be eligible for the current year's floating holiday.

If an employee's FTE increases during the year and the floating holiday remains unused, the floating holiday hours will increase. If an employee's FTE decreases but continues to be 0.50 FTE or greater, the floating holiday hours available will remain. If an employee's FTE decreases below 0.50 FTE, the floating holiday hours available will be paid out. A floating holiday may be used in one-day units or increments of quarter-hours at the option of the employee with supervisor/manager approval.

- G. Non-Exempt employees should record their Holiday hours under the "Pay Adjustment Type" on the employee's timesheet to be paid for the holiday. Exempt employees will automatically have Holiday hours based on their FTE added to their timesheet.
- H. Part-time, non-exempt employees (.5 FTE or greater) receive holiday pay on a pro-rata basis and must record Holiday hours on the employee's timesheet to be paid for the holiday.
- I. Part-time, non-exempt employees less than .5 FTE working a scheduled holiday will receive their regular hourly rate of pay for hours worked, and are not eligible for holiday pay.
- J. Holiday hours do not count for the calculation of overtime pay.
- K. An unused floating holiday will be paid upon termination of an employee with more than six months of service.
- L. A banked but unused holiday will be paid upon termination.

III. RESPONSIBILITY

- A. Floating and banked holidays will be tracked via the online HR/Payroll/Time Reporting system.