


<p>New Vision Medical Laboratories</p> <p>Human Resources Policy Manual</p> <p>Chapter 4: Employee Benefits</p>		<p>Policy Number: nvml.hr.4.02</p> <p>Initiation Date: 01/01/2003</p>
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SUBJECT: Holiday Benefit Policy & Procedure

Scope: This policy applies to all employees budgeted to work 30 hours or greater per week (.75-1.0 FTE).

POLICY: Providing safe, high quality healthcare is the cornerstone of all we do. New Vision observes certain days during the year as paid, designated holidays. Even though New Vision recognizes the holidays, patients must still receive high quality care every single day. Mercy Health must provide appropriate staffing on these holidays to deliver high quality care to the community.

New Vision recognizes the following holidays: New Year’s Day, Memorial Day, **Good Friday**/Easter Sunday (Good Friday is the benefited portion of the holiday, and Easter Sunday is the premium pay of the holiday), Independence Day, Labor Day, Thanksgiving Day, and Christmas Day (for a total of seven holidays).

The Holiday Benefit will not be included in the Paid Time Off bank. Holiday pay is a nonaccrued benefit and is not payable upon termination.

I. Holiday Benefit Eligibility.

- a. The Holiday Benefit is available immediately upon hire.
- b. The Holiday Benefit is provided to employees budgeted to work 30 or more hours per week.
 - i. For purposes of this policy, the “**Holiday Benefit**” equals eight hours of base pay without differentials. If an individual is designated with a full- time equivalent (FTE) value of from .75 to .89, the value will be prorated to the next highest quarter hour. For example, for a .80 FTE employee, the maximum payable benefit is 6.5 hours. For all employees from .90 to1.0 FTE will receive eight (8) hours of the Holiday Benefit.
 - ii. Non-exempt employees may opt to supplement a Holiday Benefit with PTO pay to receive full pay up to his/her regularly budgeted hours for the week.
 - iii. An exempt employee may accept the Holiday Benefit or work the holiday and take an alternative day off within the same pay period.

- iv. For departments that operate Monday through Friday, when one of the above holidays falls on Saturday, the preceding Friday will be considered the designated holiday. If a holiday falls on Sunday, the following Monday will be considered the holiday, unless otherwise notified by management.
- c. Employees who are budgeted less than 30 hours are not eligible for the Holiday Benefit.
 - i. Non-exempt employees who are budgeted less than 29 hours per week (.74 FTE and below) and work the holiday will be paid time and one half the regular rate of pay as outlined in the Holiday Premium Pay policy.
- d. If an Employee changes status to budgeted 30 or more hours, the employee will immediately thereafter be eligible for the Holiday Benefit.
- e. If an Employee changes status to less than 30 budgeted hours, the employee will not be eligible for the Holiday Benefit.

PROCEDURE:

- a. The Holiday Benefit cannot exceed the equivalent of eight hours and does not count as hours worked for the purposes of overtime calculation.
- b. In order to be eligible for a Holiday Benefit, an employee must work the last scheduled shift before and first scheduled shift after the holiday. Should an employee experience an unscheduled absence (as defined by the Attendance Policy) on the last scheduled workday before the holiday, the day of the holiday, or the first scheduled workday after the holiday, the employee will not receive the Holiday Benefit.
- c. If an employee uses approved PTO and a holiday falls within the scheduled PTO duration, the employee will receive the Holiday Benefit, and PTO for the holiday will not be withdrawn from the employee's PTO bank.
- d. Employees on an approved Leave of Absence are not eligible for the Holiday Benefit if the holiday falls within their leave period.
- e. Employee scheduling related to working holidays are subject to site or department staffing guidelines.
- f. All employees eligible for the Holiday Benefit (non-exempt employees and exempt employees budgeted at 30 or more hours per week) receive up to 8 hours of Holiday Benefit on Good Friday for the Good Friday/Easter holiday. If a full-time non-exempt employee works on Good Friday, he/she receives straight pay for the shift, and up to eight (8) hours of Holiday Benefit. If the employee does not work, he/she receives up to eight (8) hours of Holiday Benefit. Note that there is no holiday premium (or 1.5 times pay) for hours worked on Good Friday.

Any non-exempt employee working on Easter Sunday gets the Premium Pay (time and a half) that correlates with the Good Friday/Easter holiday.

The Holiday Premium Pay policy governs how New Vision will pay employees who work on a holiday.

Nothing in this policy is intended to modify the at-will status of any employee. New Vision reserves the right to amend, terminate or discontinue this policy at any time. This policy may be changed at the sole discretion of New Vision with or without advance notice.

Policy Approval:

Approved by Dan Myers - Executive Director New Vision Medical Laboratory
7/27/2016