**HOLIDAY SCHEDULE**

**(Health Care)**

* During the following holidays our non-patient care offices are closed.

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| **Holiday Type** | **Date** | **Day of the Week** |
| **New Year’s Day**  | (Insert Date) | (Insert Day) |
| **Martin Luther King Day**  | (Insert Date) | (Insert Day) |
| **Memorial Day**  | (Insert Date) | (Insert Day) |
| **Independence Day**  | (Insert Date) | (Insert Day) |
| **Labor Day**  | (Insert Date) | (Insert Day) |
| **Thanksgiving**  | (Insert Date) | (Insert Day) |
| **Christmas/Winter**  | (Insert Date) | (Insert Day) |
| **(Other Holiday Type)** | (Insert Date) | (Insert Day) |
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| **(Other Holiday Type)** | (Insert Date) | (Insert Day) |
| **(Other Holiday Type)** | (Insert Date) | (Insert Day) |
| https://www.schedulesbox.com/ |

* Some departments may experience reduced workloads around the holidays and as a result may require employees to use PTO.

* This decision is made at the department level with approval from its Vice President based on workload demands and impacts to other areas.

* For premium pay purposes, Christmas/Winter holiday is December 25.

* Paid Time Off (PTO): If you are a non-exempt employee without PTO available, you will be required to take these days off unpaid.

* Should you have any questions, please contact your department management for clarification specific to your work area.