

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Guidelines

SUBJECT: Working Designated Holidays	Policy Number 00130
	Section: Human Resources
	Sub-Section: Employee Compensation
	Approved Date: Dec 20, 2007 Revised: Nov 5, 2021

INTRODUCTION

Vermont Catholic Charities, Inc. recognizes employees as the key to its success. It also recognizes employees who work on designated holidays “give” not only their time but also take time from their own families in caring for others.

PURPOSE

The purpose of this policy is to give additional compensation to eligible employees who work on designated holidays.

DEFINITIONS

1. “Designated Holidays” for the purpose of this policy are:
 - New Year’s Day
 - Memorial Day
 - 4th of July
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
2. “Eligible Employee(s)” for the purpose of this policy are:
 - Exempt, full-time
 - Non-exempt, full-time and part-time
 - Per Diem

PROCEDURE

1. Eligible (non-exempt, full-time, part-time, and per diem) employees that are required by the supervisor, due to operational necessity, to work on designated holidays will receive time-and-a-half (x1.5) their **hourly base rate** of pay.
2. Eligible (exempt) employees will receive a floating holiday equal to the total hours worked on a designated holiday in lieu of time-and-a-half (x1.5) pay.
3. Time worked on designated holidays must fall within the following hours’ parameters to be eligible: 12:00 a.m. to 11:59 p.m., any hours worked within this parameter on a designated holiday are considered eligible for either time-and-a-half (x1.5) the hourly base rate of pay or a floating holiday equal to the total hours worked, as defined above.
4. All compensation under this policy is taxable income for employees.
5. The supervisor will designate the eligible employees that are approved to work on designated holidays with the authorization of the Home Administrator.

**This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*