



EMPLOYEE COMPENSATION & BENEFITS

Holiday Paid Time Off

Eligibility: Full-time and part-time employees

Holiday	Date Observed (12:00 a.m. – 11:59 p.m.)
New Year's Day*	January 1
Martin Luther King Jr. Birthday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Day*	December 25

Exempt and non-exempt employees who are working on the holiday receive paid time off (full time employees receive 8 hours, part time receive 4 hours) at their regular rate.

For exempt and salaried employees, if the holiday falls on a Saturday (for example), the employee can take the holiday on a different day during the pay period.

Working on a Holiday:

All call center employees who work on a company recognized holiday will have the option to receive:

- Holiday premium pay double (2.0 x hourly rate) for hours worked on the holiday, or
- Regular pay, Additional vacation PTO accrual for hours worked on the holiday

Non-clinical employees will need prior approval before working on a company recognized holiday.

*In addition to the time period of 12:00 a.m. – 11:59 p.m. on Christmas Day and New Year's Day, employees can choose to receive either holiday premium pay or additional vacation PTO for hours worked within the time period of 7:00 p.m. – 11:59 p.m. on Christmas Eve and New Year's Eve.