

SR-AHEC HOLIDAY SCHEDULE - 2010

Southern Regional AHEC provides the following paid holidays in 2010 to full-time employees.

NEW YEAR'S	Friday, January 1, 2010
MARTIN LUTHER KING DAY	Monday, January 18, 2010
GOOD FRIDAY	Friday, April 2, 2010
MEMORIAL DAY	Monday, May 31, 2010
INDEPENDENCE DAY	Monday, July 5, 2010
LABOR DAY	Monday, September 6, 2010
THANKSGIVING	Thursday, November 25, 2010 Friday, November 26, 2010
CHRISTMAS	Thursday, December 23, 2010 Friday, December 24, 2010

*Floating Holiday Policy and Procedures

Floating holidays are available for use January 1st through December 31st of each year.

Each full-time (non-temporary status) employee will receive one (1) floating holiday each calendar year.

New employees hired prior to April 1st will receive one floating holiday which may be used in the same calendar year after 90 days of employment. A floating holiday is not earned in the first year of employment if the employee's hire date is on or after April 1st. For employees hired on or after April 1st, a floating holiday will be made available to the employee on the following January 1st.

Floating holidays may be used by employees for whatever reason an employee chooses. The floating holiday must be scheduled and approved in advance by the employee's immediate supervisor or manager.

For unplanned or unscheduled absences, all Paid Time Off (PTO) must be exhausted before the floating holiday can be used.

The floating holiday must be used in the calendar year that it is earned. Unused floating holidays will be forfeited.

Floating holidays must be taken in whole day increments.

For purposes of Time Clock coding, the floating holiday should be coded as: 2010 FLOATING HOLIDAY. Floating holidays should not be coded as Paid Time Off (PTO).

No floating holiday can be taken during the period of a resignation notice. If use of a floating holiday is approved due to an emergency situation, the Division Chief can require additional time to be worked to complete the notice or can authorize the time to be taken without pay (if a non-exempt employee).

Employees will not be paid for unused floating holidays when they separate from employment.