

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy and Procedure

SECTION: HUMAN RESOURCES

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TITLE: HOLIDAY WORK

PURPOSE:

To clarify the workday off when holidays fall on Saturday or Sunday.

POLICY:

Hackettstown Regional Medical Center observes six (6) holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas

When a holiday falls on Saturday or Sunday, all employees scheduled to work Monday through Friday, who do not provide essential patient care services, will observe the designated holiday as follows:

When a holiday falls on Saturday, the observed day off is Friday;
When a holiday falls on Sunday, the observed day off is Monday.

All departments that are open on a 24-hour basis will observe the holiday on the actual calendar day and the holiday differential will be applicable to employees required to work on that day.