

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
HOLIDAY COMMITMENT AND COVERAGE**

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Effective Date: March 2010
Cross Referenced:
Reviewed Date: 02/16
Revised Date: 02/16

Policy No: 1.017
Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
Page: 1 of 2

Scope: All members of the Cardio-pulmonary Department.

Purpose: The purpose of this policy is to outline guidelines for staffing the holidays.

Definition: All Cardiopulmonary Staff regardless of employment classification are expected to work holidays as needed. While every effort will be made to staff holidays in a consistent and equitable manner, "Holiday" is defined as the 24 hour period beginning the evening before the holiday and ending with the third shift the day of the holiday. The hospital's designated holidays are (summer holidays) Memorial Day, Independence Day and Labor Day and (winter holidays) Thanksgiving, Christmas and New Years Day. This policy is subject to change depending on departmental needs as determined by the Manager.

Full and Part Time Employees:

Holiday Scheduling:

- (1) Full and part-time employees who are scheduled two or more days weekly are required to work a minimum of two and may be required to work four holidays each year depending on the needs of the department.
- (2) The maximum number of shifts (including the holiday) that staff can request off from December 20-January 1 is two. (This includes both 8 and 12 hour shifts.)
- (3) Full time employees are expected to cover Holidays on a rotating basis year to year according to the needs of the department, a minimum of one winter and one summer holiday must be worked. Respiratory Care Practitioners will follow The Holiday Team Schedule as follows:

Holiday Team 1: Memorial Day and Thanksgiving
Holiday Team 2: Independence Day and Christmas
Holiday Team 3: Labor Day and New Years
- Initial Holiday Team assigning will be up to the departmental manager or designee, and then will follow that pattern year after year.
- (4) All new employees hired full or part-time will be scheduled to work their first Christmas (Holiday Team 2 for RT's) if the schedule so warrants.
- (5) Any employee switching to cover another employee's holiday obligation will continue to be responsible to work their obligation per rotation.
- (6) The holiday for the night shift is considered the shift that the majority of working hours occurs.
- (7) Employees who call in ill or are absent for any reason for their scheduled holiday(s) can expect to be scheduled for that same holiday(s) the following year as their holiday obligation has not been satisfied, as well as fulfilling the current year's holiday rotation/holiday team.

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(8) Any requests for elective surgery from December 15th through January 15th will be denied.

Per Diem Employees:

Reference Per Diem Policy in the Cardiopulmonary Policy and Procedure Manual, Section 1, Policy 19.