

Eligibility for Paid Holidays:

Any nonexempt employee working on a holiday will receive time and a half for working that holiday. If the nonexempt employee does not work, there will be no holiday pay. Any program that Palmer's has closed will receive its regularly scheduled payments for that day. (i.e., day programs that close for recess). A holiday is considered to begin at midnight on the date of the holiday and is considered to end at 11:59 pm that same day. For example, New Year's Day would start at midnight on January 1st and end at 11:59 pm on January 1st.

Individual Clause:

When individuals are with their friends or family during holidays and not in our care, staff may take responsibility for the individual's care an on-call and be paid at a regular rate, time and a half kicking in for only the hour's staff spend providing direct care to the individual supported). Staff MUST work with the immediate supervisor regarding a plan for being on call if it is a possibility. All staff is expected to work at least some holidays due to the nature of care that we provide and are expected to contribute to a POSITIVE holiday experience for the individuals in care.

Exempt Employees:

Any exempt, salaried position at Palmer's Home Care will receive the holiday at their standard rate of pay for the day, without Earned Time Off being used. If the holiday falls on a normally non-working day, like Saturday or Sunday, then no holiday pay will be awarded. Salaried staff will receive their standard rate of pay for a 40-hour work week.

Overtime:

Should a paid holiday fall on a Saturday, the holiday will not be observed on the preceding or following day. Holiday pay is not considered hours worked in the computation of overtime.

Overtime will only be paid out when pre-approved by Palmer's Administration or when a PHC employee works more than 40 hours in a workweek rather than more than 8 hours in a workday. The overtime will be paid out at least one and one-half times the employee's regular pay rate once overtime pay is in effect.

Palmer's Home Care, LLC observes the following holidays:

- New Year's Day.
- Memorial Day.
- Independence Day.
- Labor Day.
- Thanksgiving Day.
- Christmas Day – Will be recognized the day prior to the holiday (if needed)
- Juneteenth