



**OSUNO/OSUWMC Joint Scheduling Task Force: Guidance on Holiday Benefit Pay versus Holiday Premium Pay when the Holiday falls on a weekend**

This statement is intended to provide clarity and certainty for, nursing supervisors, nurses, and managers on scheduling and compensation. Specifically, how Holiday Benefit Pay and Holiday Premium Pay are treated when the holiday falls on a weekend.

This year 2021 the remaining Holidays that will be affected by this are Christmas and New Year’s. Below are some examples of how your schedule and corresponding pay would be.

**Christmas December 25<sup>th</sup>** (A 90% FTE only has to account for 36 hours in the week. If you typically work 3 – 12’s your schedule could look like this):

12/19 Sun	12/20 Mon	12/21 Tues	12/22 Wed	12/23 Thur (Holiday Benefit)	12/24 Fri (Holiday Benefit & Premium)	12/25 Sat (Holiday Premium)
Work	**8 EH			Hol Off	Hol Off	
		**8 EH		Hol Off	Hol Off	Work
				Work	Hol Off	Work
				Hol Off	Work	Work
	Work			Work	Work	
				Work	Work	Work

Christmas 12/25 falls on a Saturday this year. Therefore, the Holiday Premium will be paid on the actual holiday and the Holiday Benefit Pay will be paid on the preceding Thursday per the contract.

1. December 23, 2021- Holiday Benefit Pay Day
2. December 24, 2021- Holiday Benefit Pay Day and Premium Pay Day
3. December 25, 2021- Holiday Premium Pay Day

**Holiday Benefit Pay (Thursday December 23 and Friday December 24):**

All Fulltime Nurses (.9FTE or above) will receive 8, 10 or 12 hours on this day based upon 50% or more of the nurse’s scheduled shifts during the four-week schedule posted.

1. If you work on the Benefit Days you will receive the hours you actually work, plus the holiday Benefit Pay.
2. If you do not work on the Benefit Days you will still receive the 8, 10 or 12 hours of holiday Benefit Pay.

Part-time nurses who do not work on a holiday shall receive holiday benefit pay for the holiday benefit date on a pro-rata basis according to the percentage of their appointments of eight (8) straight time hours.

**Assuming you are .9 FTE and work 3- 12’s:**

If you **do not work** the holiday benefit days you will be required to work 1 additional shift that week

\* If either of these shifts falls on Saturday, December 25<sup>th</sup> you will be paid premium that day and receive 1.5x hourly rate



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If you **do work** the holiday benefit day you will receive 12 hours holiday benefit pay + 12 hours of pay and will be required to work 1 additional shift that week

\* If either of these shifts falls on Saturday, December 25<sup>th</sup> you will be paid premium that day and receive 1.5x hourly rate

\*\* overtime would apply as applicable

**\*\*SPECIAL NOTE:** In **double-holiday weeks**, opportunities will be first offered to volunteers. A nurse who volunteers to work up to 8 additional hours will not be scheduled any other additional hours unless mutually agreed. If scheduling needs remain, nurses who are not scheduled to work on either of the holidays and have not volunteered for additional hours, may be scheduled to work an additional eight (8) hours (above their normal schedule). These hours will be assigned in order of inverse seniority.

If you are wanting to comp hours worked on a Holiday you can only comp the hours worked on the premium pay days or any hours worked over 40 for the week.

**New Year’s Day January 1st** (A 90% FTE only has to account for 36 hours in the week. If you typically work 3 – 12’s your schedule could look like this):

12/26 Sun	12/27 Mon	12/28 Tues	12/29 Wed	12/30 Thur	12/31 Fri (Holiday Benefit)	1/1 Sat (Holiday Premium)
Work	Work				Hol Off	
			Work		Hol Off	Work
		Work			Work	Work
	Work			Work	Work	

New Year’s Day 1/1/22 falls on a Saturday this year. Therefore, the Holiday Premium will be paid on the actual holiday and the Holiday Benefit Pay will be paid on the preceding Friday per the contract.

1. December 31, 2021- Holiday Benefit Pay Day
2. January 1, 2022- Holiday Premium Pay Day

**Assuming you are .9 FTE and work 3- 12’s:**

If you **do not work** the holiday benefit day you will be required to work 2 additional shifts that week

\* If either of these shifts falls on Saturday, January 1<sup>st</sup> you will be paid premium that day and receive 1.5x hourly rate

If you **do work** the holiday benefit day you will receive 12 hours holiday benefit pay + 12 hours of pay and will be required to work 2 additional shifts that week

\* If either of these shifts falls on Saturday January 1<sup>st</sup> you will be paid premium that day and receive 1.5x hourly rate

\*\* overtime would apply as applicable

If you are wanting to comp hours worked on a Holiday you can only comp the hours worked on the premium pay day or any hours worked over 40 for the week.



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**For the Purposes of Cancellation when a Holiday Falls on the weekend: The day that is the actual Holiday (the day with Premium Pay attached to it) will be considered when offering Voluntary Time Off by seniority only in accordance with Article 14.3**

### Current Contract Language:

The current collective bargaining agreement Article 14, Section 3 contains the following language:

#### *Cancellation of hours:*

*When there is a need to reduce the number of staff on a unit, the process will be as follows:*

- 1. Cancellation of traveler/agency in overtime*
- 2. Voluntary time off will be offered in order of seniority to nurses in extra hours as noted on the schedule for that day.*
- 3. Cancellation of IRP nurses in order of inverse IRP seniority on a rotational basis.*
- 4. Cancellation of extra hours for regular nurses in inverse order of seniority.*
- 5. Voluntary time off will be offered to regular nurses in order of seniority on a rotational basis **(Voluntary time off on Paid Holidays will be offered in order of seniority only)** Voluntary time off will be mutually agreed upon.*
- 6. The Hospitals shall cancel traveler/agency RNs before requiring other nurses to take mandatory time off.*
- 7. Mandatory time off will be assigned to nurses in inverse order of seniority on a rotational basis. If mandatory time off is being assigned before the start of the shift, the Hospitals will provide at least one and one-half (1 ½) hours' notice to the RN(s). No advance notice will be required for nurses who are working. The nurse may, at the nurse's option, use available vacation, compensatory time or leave without pay. If the shift is unpaid, the nurse shall receive service credit for all purposes of seniority. In no case shall a charge nurse be required to mandate another staff nurse to take time off. \**

***\* No nurse may be directed to take mandatory time off on more than one holiday date in a fiscal year. If a nurse meets the above limits, the nurse will be exempt from taking mandatory time off for the remainder of the fiscal year. (See Article 14, Section 4)***

Nurses, Nursing Supervisors, or Managers with questions about the cancellation of Extra Hours on a Holiday can contact Scheduling Task Force Co-Chairs Amy Pompeii, Cindy Mack, or Tova Myers.

Approval:

Scheduling Task Force 8/18/2021