

Subject: Thanksgiving Holiday

TO: Medical University Hospital Authority Management Team
FROM: Medical University Hospital Authority Human Resources
SUBJECT: **Thanksgiving Day - November 26, 2009**

Thanksgiving Day, Thursday, November 26, 2009, is a designated holiday for the Medical University Hospital Authority. Employees who will be taking the holiday may use Paid Time Off (PTO) in accordance with the Authority's Human Resources PTO Policy, No. 18.

PTO reporting procedures are as follows:

- Each employee should complete a Request for Leave form for the amount of time they are away from work for the holiday.
- If an employee's work area/office will be closed for the designated holiday, PTO may be used if available (see the PTO policy interpretation regarding holidays under the Section H of the policy on the Medical Center Intranet).
- An employee should take PTO in the amount that coincides with his or her regularly scheduled shift (e.g., 12 hours).
- If an employee has no PTO accrued at the time of the holiday, the time off will be without pay.
- Requested holiday PTO hours taken should be deducted on the Kronos punch detail report.

Nonexempt (hourly-paid) employees who are required to work on the holiday have the option of cashing in PTO hours in an amount up to the actual hours worked within the 24-hour holiday period. The number of hours to be cashed in cannot exceed the number of hours worked.

Holiday differential rates, as previously announced, will be authorized for eligible nonexempt (hourly-paid) employees whose work shift begins during the **actual** holiday. Holiday differential will be in addition to shift differential and will be paid for productive (worked) hours only.

Example - November 26 Thanksgiving Day Holiday/Eligibility for Holiday Differential:

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|---|----------------------------|----------------------------------|
| • | Shift beginning 11:00 p.m. | November 25 and ending 7:00 a.m. |
| | November 26 - not eligible | |
| • | Shift beginning 7:00 a.m. | November 26 - eligible |
| • | Shift beginning 3:00 p.m. | November 26 - eligible |
| • | Shift beginning 7:00 p.m. | November 26 - eligible |
| • | Shift beginning 11:00 p.m. | November 26 - eligible |

Please call the Benefits Office at Ext. 2-9320 or the Payroll Office at Ext. 2-7544 or 6-8744 if you have questions.

Mail Services, Parking Management and University Transportation Services will be closed on November 26 and 27 in observance of Thanksgiving.

To ensure adequate parking for patients and visitors, employees will not be able to park in any visitor or patient parking facility on November 26 or November 27. Instead, employees may park in Parking Garage II (E Lot), 91 President Street.

The holiday schedule for Ambulatory Care clinics will be distributed to all departments.

Please communicate this information as appropriate.

Thank you.

Helena G. Bastian, Director
Human Resources
MUSC Medical Center