Section 3	**Policies & Procedures**	11/18/04 - Effective
Subject	**Personnel**	12/26/2008- Reviewed
		12/26/2008 - Revised
Policy 3.3	**Holiday Coverage Policy**	Care Management - Author

Holiday Coverage

Purpose

To provide guidelines by which the Care Management Department operates for covering the John Sealy Towers and OB/Pediatric inpatient areas on holidays.

Audience

All staff in the Department of Care Management.

Policy

UTMB Clinics-Open Holidays

1. The Care Management Department will function as a regular workday on the holidays when the clinics are open. This will be based on the annual holiday schedule posted by the University.
2. If an employee desires to take the day off, he or she must submit a request to their Assistant Director to approve. There must be sufficient staff to cover services.
3. The individuals that work on these holidays will receive either eight hours of holiday time to be used within the year following that holiday or holiday pay.

UTMB Clinics-Closed Holidays

1. Care Management will have to maintain adequate holiday coverage as determined by the Assistance Director or Director. Requests for volunteers to fill the holiday need will be done first. If there is no agreement among the group, names will randomly be drawn to meet the need.

2. If an employee worked any of the following holidays within the **past two years**, he or she will not have to work any of these for two years. However, his or her name may be pulled for another holiday.
   a. Thanksgiving Day
   b. Christmas Day
   c. New Years Day

   - Example: Jon Doe worked Christmas 2002 and we are now drawing for Thanksgiving 2003 OB shift. If his name was selected, it would be put back into the pot for another holiday. However, if we draw his name for Martin Luther King Day – Towers, he would have to work this.

3. If an employee wants to change the holiday or assigned area with another co-worker, both must complete the Even Time Change Form. (See

Policy, continued

4. attachment). Each individual will be credited whatever holiday they worked per Kronos. Therefore, if a time change was done the individual may be required to work a subsequent holiday.

5. If an employee calls in sick on a holiday, he or she must page the Team Leader on call and provide a doctor's note.

HOLIDAYS THAT OCCUR ON THE WEEKEND

If Christmas or New Years Day falls on a weekend and is not granted by the University as a holiday, the same process will be used to determine who will work. That holiday will be treated as if it were an official UTMB holiday.

My signature indicates that I have been informed of the information above and understand that I am responsible to work when assigned. It is my responsibility to contact the Team Leader of my assigned area to be oriented.

_____ _____

Name Date