

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
HOLIDAY SCHEDULING**

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PURPOSE: To provide adequate departmental coverage during defined holidays.

POLICY: As follows.

1. The laboratory department scheduling of holiday coverage is for the calendar year. – January 1 – December 31. The 3P-11P shift on December 31 is for the current year. .
2. Both techs and lab assistants will be assigned to work groups and will work according to the rotating holiday schedule which is attached.
3. The holidays are also grouped: H1 is Memorial Day and Thanksgiving, H2 is July 4 and Christmas, and H3 is Labor Day and New Year.
4. Call is included for techs and is assigned on a rotating basis.
5. Requests for days off during holiday periods will be handled on a rotating basis so that all employees will have a chance periodically to take this premium time. Holiday periods are defined as follows:
 - Thanksgiving eve through the following weekend
 - December 23 through January 3
 - Easter eve and the next eight days
 - the holiday weekend (Fri/Sat/Sun or Sat/Sun/Mon) associated with each summer holiday
 - additional rotations will be implemented for Halloween, Martin Luther King, and President's Weekend
6. If your holiday falls in a period of time in which you have requested AL time, it is your responsibility to find coverage for your holiday. Appropriate paperwork must accompany this request.
7. You may switch your holiday by mutual agreement and proper documentation and approval. However, this does not alter your workgroup.