



UAB-STV GUIDELINES FOR ESSENTIAL ASSOCIATES REQUIRED TO WORK ON HOLIDAYS

Similar to UAB Hospital, effective Memorial Day 2025, UAB St. Vincent's will allow associates required to work on holidays to be paid essential holiday or PTO in addition to hours worked. The guidelines are as follows:

- Associates required to work on any designated holiday have the option to also use essential holiday or PTO hours up to the total hours worked during that shift.
- If any portion of the associate's shift crosses a designated holiday, they can use essential holiday or PTO hours for the entire shift instead of just the hours that fall on the holiday.
- If the actual holiday falls on the weekend and is observed on another day, associates can also use benefit time on the observed holiday.
- This applies to **one shift** worked around a holiday. If an associate works consecutive shifts that both overlap one holiday, benefit time can be applied to **one** of those shifts.

Below are the nine holidays designated annually by UAB St. Vincent's:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Eligibility:

- Full time regular and part time regular staff who work in departments that do not close for holidays (excludes Weekend and 7/7 staff)

Guidelines:

1. This only applies to shifts worked in areas that do not close for holidays.
2. Essential holiday or PTO will be deducted from each eligible associate's accrual bank. The amount of time deducted must not exceed the hours worked.
3. Essential holiday and PTO must be reported on the associate timecard in Kronos.
4. Essential holiday or PTO pay, in addition to regular pay, will only be paid for shifts where part of the hours worked are on the designated or observed holiday.
5. The associate's essential holiday/PTO hours paid cannot exceed the total hours worked on the holiday. Example: If the Associate works 8 hours, the benefit hours cannot exceed 8 hours.

Examples:

- Shift begins the day before Thanksgiving and ends on Thanksgiving. Associate may be paid essential holiday/PTO hours for the full shift in addition to hours worked.
- Shift begins and ends on Christmas Day. Associate may be paid essential holiday/PTO hours for the full shift in addition to hours worked.
- Shift begins the day before Labor Day and ends on Labor Day. Associate also works a shift that starts on Labor Day and ends the day after. Benefit time can be applied to **one** of these shifts.

For questions regarding the guidelines, please contact uabhshr@uabmc.edu. For questions regarding Kronos processing, please contact uabhealthtime@uabmc.edu. Please review the accrual records for eligible associates so that you can inform them of the amount of benefit time they may be eligible to use.