**2024 Holidays**

**OFFICE**

**The office will be closed in 2024 in observance of the following Holidays. Salaried or hourly office employees over 30 days are not required to work holidays.**

**January 1/1/24**

**Memorial Day 5/27/24**

**4th of July 7/4/24**

**Labor Day 9/2/24**

**Thanksgiving 11/28/24**

**Christmas Day 12/25/24**

**Floating Holiday-Can be used for any holiday with 30-day advance approval and request.**

**Full Time RBT’s Clinic, Day Program or ISL**

* Salaried RBT’s follow office holiday schedule.
* Hourly RBT’s have the option of requesting and taking PTO or picking up shifts in the ISL.

**Part time RBT’s**

* **NH clients may request staff during the following holidays. Staff that choose to work on these days will be paid at their current wages and do not qualify for holiday pay.**

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Day

New Years’ Day

**ISL DSP**

* **BIS will pay a rate of time and one half for employees that work the following holidays during the specific times**.

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| **Holiday observed** | **Hours during which time and a half is paid** | **Additional PTO earned for supervisors on call/working** |
| Memorial Day | 1pm – 8 pm  | 8 hrs to be used in May only |
| 4th of July (Independence Day) | 12 pm – 10 pm  | 8 hrs to be used in July only |
| Labor Day | 1pm-8pm | 8 hours to be used in September only |
| Thanksgiving  | 11am-6pm  | 8 hours to be used in Nov only |
| Christmas Eve | 5 pm – 12 am  | 4 hours to be used in Dec only |
| Christmas Day | 12 am – 12 am | 8 hours to be used in Dec only |
| New Years’ Eve  | 7 pm – 12 am | 4- 8 hrs total between NYE/NYD to be used in Jan only |
| New Years’ Day | 12 am – 3 pm  | 4- 8 hrs total between NYE/NYD to be used in Jan only |

* **Salaried exempt ISL staff will receive additional pay in the amount of $18 an hour** for any shift worked on a holiday during the above designated times. If they are on call or working on one of the holidays, they will receive 8 hours of PTO. (On call staff must participate in a rotation of coverage). Prior approval for PTO date/time must occur from immediate supervisor.
* They are on call from 12 am the day of the holiday until 12 am of the following day
	+ Supervisors that work within the designated holiday times will receive a bonus of $18.50 per hour worked.

**Behavior Analysts, and other billable salaried employees**

* May bill for one day less of billable hours for the month in which the holiday falls.

**DHSS Staff**

* All DHSS staff will be assigned to work in ISL Shifts during their normal hours on the Holidays (including Christmas).
* DHSS staff may request PTO if available to be used during the holiday.
* DHSS employees will be excused from any shortage in hours during the Christmas break. Employees will be auto assigned for holiday shifts unless requested off appropriately.