

## **2019 Schedule of The Henry Ford Paid Holidays** for non-union full time staff

<b>New Year's Day</b>	Tuesday	January 1, 2019
<b>Martin Luther King Birthday</b>	Monday	January 21, 2019
<b>Good Friday</b>	Friday	April 19, 2019
<b>Easter Sunday</b>	Sunday	April 21, 2019
<b>Memorial Day</b>	Monday	May 27, 2019
<b>Independence Day</b>	Thursday	July 4, 2019
<b>Labor Day</b>	Monday	September 2, 2019
<b>Thanksgiving (Closed)</b>	Thursday	November 28, 2019
<b>Day After Thanksgiving</b>	Friday	November 29, 2019
<b>Christmas Eve Day</b>	Tuesday	December 24, 2019
<b>Christmas Day (Closed)</b>	Wednesday	December 25, 2019

**Birthday Paid Holiday** - A staff member may take a day during the week of their birthday. (Must be scheduled in advance with their manager).

A staff member may substitute other days off for any of the holidays listed above in order to celebrate other observed holidays. (Must be scheduled in advance with their manager). All staff must fill out an Exception Reporting Statement (found in the HR Public Folder) for any time off other than your regular two days off per week. If a staff member works a paid holiday and should be paid holiday pay rather than taking another day off the staff member must indicate that on an Exception Reporting Statement.

**Holiday Premium** - Holiday premium is paid only to those staff members that work on the actual holiday. As stated in your copy of the Employee Handbook, personal business days will not be granted prior to or after a paid holiday. In order to qualify for holiday pay, the criteria in the Employee Handbook must be met.

When the scheduled day off of a staff member (including Saturday or Sunday) coincides with a paid holiday, he or she will receive eight (8) hours' time off at straight time, which must be taken within the same salary period in which the scheduled day off occurs.

Staff members do not qualify for paid holidays until after 90 days of full time employment.