

## **MEMORANDUM**

**TO:** All University Hospital Employees

**FROM:** Eva M. Serruto, Esq.  
Acting Chief Human Resources Officer

**SUBJECT:** YEAR 2023 HOLIDAY SCHEDULE

**DATE:** December 6, 2022

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The holiday schedule for **all University Hospital employees** for the calendar year 2023 is as follows:

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|--------------------------|----------|----------------------------|
| 1. January 2, 2023       | Monday   | New Year's Day Observance  |
| 2. January 16, 2023      | Monday   | Martin Luther King Jr. Day |
| 3. Friday, April 7, 2023 | Friday   | Good Friday                |
| 4. May 29, 2023          | Monday   | Memorial Day               |
| 5. July 4, 2023          | Tuesday  | Independence Day           |
| 6. September 4, 2023     | Monday   | Labor Day                  |
| 7. November 23, 2023     | Thursday | Thanksgiving Day           |
| 8. November 24, 2023     | Friday   | Day After Thanksgiving     |
| 9. December 25, 2023     | Monday   | Christmas Day              |

### **EMPLOYEES RECEIVE SIX (6) FLOAT HOLIDAYS**

For employees on a seven-day workweek schedule, a holiday falling on a Saturday or Sunday is observed on that day.

For employees on a Monday to Friday standard workweek schedule, a holiday falling on a Sunday is observed on the following Monday; a holiday falling on a Saturday is observed on the preceding Friday.

Premium pay will not be given for work performed on Good Friday or on the Day after Thanksgiving for non-exempt employees.

Only regular full and part-time employees who are in active payroll status as of January 1, 2023, and full-time temporary employees who have been continuously employed for six (6) months as of that date, are eligible for six (6) float holidays. Regular employees hired between January 2, 2023 and July 1, 2023 will be credited with three (3) float holidays in July 2023. Employees who are on unpaid leave on January 1, 2023, but return from leave on or before July 1, 2023 will be credited with three (3) float holidays.

Float Holidays must be taken between January 1, 2023, and December 31, 2023, or they are forfeited.

Regular part-time employees shall be paid for Float Holidays on a prorated basis in accordance with the length of their workweek.

Float Holidays, except in the case of personal emergencies, must be requested at least one week in advance. Float Holidays may be used for religious holidays. Supervisors shall only approve a Float Holiday if the employee's absence does not interfere with University Hospital's operations.

*"One of the principal teaching hospitals of Rutgers Biomedical and Health Sciences"*