**Holiday Rotation Policy**

All MCGH employees will work a holiday rotation, effective 1-1-2022 and starting with New Year’s Day.

MCGH has created a holiday rotation policy for each home. Holidays will be done a year at a time. The office manager will hand out the following year’s rotation in October at the staff meeting. All names are picked at random using an app. The office will track what holidays each employee has worked.

MCGH requires all employees, full-time or part-time to do their part and work on holidays. Therefore, the following must be followed:

1. Employees must find their own replacement if they wish to not work their holiday. The replacement must not cause OT and be approved by the homes Resident Program Supervisor. The RPS will not assist in finding coverage unless it is an emergency.
2. The office will monitor the number of times an employee finds a replacement for their holiday and if a pattern is developed, discipline action will be taken.
3. Regardless of the day of the week the holiday falls on if it is your holiday you are required to work it.
4. The only exceptions will be those that have been discussed with the RPS and ADM in advance and approved by both.

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Signature Date