I. PURPOSE
To establish a policy and procedure for the scheduling of holiday time-off for housestaff.

II. SCOPE
This policy is directed to all members of the housestaff.

III. DEFINITION
Housestaff - refers to all interns, residents, and subspecialty residents (fellows) enrolled in a RUTGERS Robert Wood Johnson Medical School postgraduate training program. A member of the housestaff may be referred to as a house officer.

IV. RESPONSIBILITY/REQUIREMENTS
A. Housestaff are entitled to the following holidays: New Year's Day, Martin Luther King, Jr's Birthday, Good Friday, Memorial Day Observance, Independence Day Observance, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day and three (3) float holidays, one of which shall be taken within (30) days of the house officer's birthday, except as mutually agreed upon between the Program and the house officer.

B. Housestaff who work (including beeper calls) on a scheduled holiday shall be granted an alternate day off during the rotation in which the holiday occurs or shall receive an additional day's pay in lieu of the holiday. (This provision does not apply to the float holidays.) Scheduling of an alternate day off shall be with the approval of the Program Director or designee as appropriate. In the event that an alternate day off cannot be granted within 2 months of the holiday, holiday pay shall be granted. Pay in lieu of a holiday shall be at the rate of one tenth (1/10) of a bi-weekly pay.

C. Holidays falling on Saturday shall be observed the preceding Friday. Holidays falling on Sunday shall be observed the following Monday.

D. The University shall inform all Program Directors and the CIR of the procedure to be followed to obtain an additional day's pay in cases where an alternate day off is not granted. Each Program Director must complete a request for Holiday pay form and submit to the Office of Graduate Medical Education for processing and payment.

Approved by the GMEC on 2/23/99