
Diagnostic Services – Department of Radiology – Diagnostic Division

SUBJECT/TITLE: HOLIDAY WORK ASSIGNMENTS

PURPOSE: To establish guidelines for covering of holiday hours by employees.

DEFINITION: None

POLICY:

PROCEDURE:

1. Holiday coverage is assigned on a rotational basis.
2. Holidays may be traded with prior approval. The supervisor must be notified prior to the holiday, in writing, by individual originally scheduled. The document must be signed by both employees.
3. Trading of holidays will not change the rotation.
4. Employees may volunteer to work extra holidays. However, this neither changes the rotation, nor exempts them from working their assigned holidays.
5. If a holiday opening occurs during the year, it will be assigned to the staff member with the lowest seniority in rotation (first holiday to employee with the lowest seniority, etc.)