

HOLIDAY PAY & BONUS PLAN

PAID HOLIDAY SCHEDULE FOR HOURLY EMPLOYEES



The office will be closed on the following dates:

- November 27–28
- December 22–26
- January 1

*Holiday pay will be paid if it is your regularly scheduled work day.

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CHRISTMAS BONUS

Eligible staff (per policy) will receive:

- 1 additional paid holiday for the day after Thanksgiving
- 4 additional paid holidays added to the week of Christmas



3 PROVIDER EXPECTATIONS

Providers are expected to monitor portal messages and labs on December 22, 23, and 26.



STAFF SCHEDULING

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Managers should send the Payroll Manager the approved holiday pay dates for patient support staff (per policy) for both the Thanksgiving and Christmas weeks.



VOLUNTEER STAFF BONUS

Pre-approved volunteer staff in front desk and nursing roles will receive:

- A \$50 bonus per day for up to 3 days
- No overtime will be paid for these hours
- The volunteer hours are up to 3 hours of regular pay and holiday pay for the rest of the hours for that day to equal 8 hours.

Managers must send the Payroll Manager the approved bonus days for each participating employee prior to the payroll date.



PAID HOLIDAY SCHEDULE FOR HOURLY EMPLOYEES

PURPOSE

This policy provides guidance on the eligibility, calculation, and approval of Holiday Pay and clarifies the treatment of recognized (in-place) and discretionary holidays for hourly employees.

POLICY STATEMENT

Sanctuary Functional Medicine recognizes the importance of rest and family time for employees and provides paid holidays to eligible team members in observance of nationally recognized and company-selected holidays.

RECOGNIZED IN-PLACE HOLIDAYS

Sanctuary Functional Medicine observes the following in-place paid holidays:

- New Year's Day
- Good Friday (½ Day)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

These holidays are officially recognized by Sanctuary Functional Medicine as paid holidays.

DISCRETIONARY HOLIDAY PAY

At its discretion, the organization may offer additional paid holiday dates. These additional dates are not guaranteed and may be granted as paid time off at the company's sole discretion. Employees will be notified in advance of any discretionary paid holidays.

HOLIDAY PAY GUIDELINES

- Holiday Pay will be provided in place of regular pay for up to eight (8) hours per day at the employee's base rate of pay.
- The holiday pay must fall on an employee's normally scheduled workday to be eligible.
- Holiday Pay cannot be combined with regular pay for the same day.
- Hourly employees will receive holiday pay only if the holiday falls on their regularly scheduled workday.
- Holiday Pay will not be included in the calculation of overtime pay.
- Bonus pay may be provided to employees who volunteer to work partial hours during designated holiday, only if requested and approved in advance by the Leadership Team, and will be paid at the employee's standard hourly rate and/or may receive a bonus per management's discretion.

MANAGER REPORTING RESPONSIBILITY

Managers are responsible for accurately informing the Payroll Manager of all employees eligible to receive in-place and discretionary holiday hours as outlined in policy prior to the payroll date. Any misreporting or failure to provide accurate information may result in corrective action.

EXCEPTIONS

Any exception to this policy must be approved in writing by the Leadership Team and is subject to change per management discretion.