

**Office of the Senior Associate Director
Patient Affairs, Human Resources & Marketing**

Memo

October 2009

PLEASE POST

TO: CHIEF RESIDENTS, DEPARTMENT CHAIRS, DEPARTMENT HEADS, DIRECTOR'S STAFF,
CPN MANAGERS, UNIT MEDICAL DIRECTORS

The following information is furnished concerning the scheduling of holidays for the UCLA Health System. This includes employees of the **Ronald Reagan UCLA Medical Center, UCLA Medical Plaza, CPN, Santa Monica/UCLA Medical Center, and Resnick Neuropsychiatric Hospital**. This schedule is through May 2011.

Applicable Personnel Policies (Personnel Policies for Staff Members) and labor contract provisions (Clerical, Patient Care Technical, Service, Nurses, Operating Engineers, Researchers, Healthcare Professionals and Technical Employees) provide language regarding eligibility for paid holiday hours. Employees eligible for holiday pay and required to work on the **actual** (not University-designated) holiday, will be paid for hours actually worked at the rate of pay specified in these policies or agreements. (Please see specific policy or labor agreement to determine employee and holiday eligibility.) In addition, at the University's option, eligible employees receive either holiday pay at regular straight-time or compensatory time off. If compensatory time is selected and approved, it will be available for use only after it has been accrued and placed in the Holiday leave bank.

In order to ensure that complete patient care is provided, even during holiday periods, work schedules must be adjusted to ensure that adequate staffing is maintained at all times.

The following holidays have been established for the UCLA Campus for the period of November 2009 through May 2011.

2010	Monday, January 18	Martin Luther King, Jr. Holiday
	Monday, February 15	President's Day Holiday
	Friday, March 26	Cesar Chavez Holiday
	Monday, May 31	Memorial Day Holiday
	Monday, July 5	Independence Day Holiday
	Monday, September 6	Labor Day Holiday
	Thursday, November 11	Veteran's Day Holiday
	Thursday-Friday, November 25-26	Thanksgiving Holiday
	Friday-Monday, December 24-27	Christmas Holiday
	Thursday-Friday, December 30-31	New Year's Holiday
2011	Monday, January 17	Martin Luther King, Jr. Holiday
	Monday, February 21	President's Day Holiday
	Friday, March 25	Cesar Chavez Holiday
	Monday, May 30	Memorial Day Holiday

*Many of the outpatient services in the UCLA Health System may be closed on the above referenced holiday with the exception of the Friday Cesar Chavez Holiday when most of our services will remain open. Specific notification of which areas will be open/closed may be obtained by contacting Medical Plaza Administration (x64373); the manager for each individual CPN office; Santa Monica/UCLA Medical Center Administration (x94191); and Resnick Neuropsychiatric Hospital Administration-Human Resources (x50521). The holiday schedule is also available on our website at <http://hr.healthcare.ucla.edu/>.