

Holiday Coverage Process

All full-time staff are entitled to the benefit of paid holiday time off as per their hire agreement. However, patients may still have a need to be seen for therapy services on the holiday. Holidays are to be covered as follows:

- New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Day, and Easter (not a staff paid policy) will be covered with this policy.
- Patient frequency: to qualify for skilled care, 5 calendar days must be met within the Medicare week.
- **Minutes expectations should still be met but can be made up**
- Evals will be covered by an on-call therapist.
- Treatment on the holiday should be decided on as follows:
 - **New pts within their first week**
 - **ortho patients**
 - **those that need therapy to avoid a decline**
 - **those that will not be satisfied unless treated**
 - **(efforts to shift minutes should be made to minimize staffing needs on the holiday).**
- All staff willing to work on the holiday will sign the Eval or Treatment Agreement and send back to the office for payroll to track.
- The office will send out the current Agreement Form as the holiday approaches.