Policy

**All overtime must be pre-approved by Mid-Missouri Supported Living, LLC, Administration Team. Use of unapproved overtime may be subject to corrective action.

When individuals are with their friends or family during holidays and not in our care, staff may take on-call and be paid at regular rate, time and a half kicking in for only the hours staff spends providing the direct care to the individual supported). Staff MUST work with direct supervisor regarding plan for being on call if it is a possibility. All Staff are expected to work at least some holidays due to the nature of care that we provide and are expected to contribute to a POSITIVE holiday experience for the individuals in care.

Hourly paid direct care staff who work certain shifts for the following holidays will be paid at time and a half.

- New Year's Day (from 11:00 PM the day prior to 11:00 PM the day of)
- Memorial Day (from 11:00 PM the day prior to 11:00 PM the day of)
- Independence Day (from 11:00 PM the day prior to 11:00 PM the day of)
- Labor Day (from 11:00 PM the day prior to 11:00 PM the day of)
- Thanksgiving (from 11:00 PM the day prior to 11:00 PM the day of)
- Christmas (from 11:00 PM the day prior to 11:00 PM the day of)

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL