

2020 KBCS Holidays

Holidays (4 days):

**November 26, 2020 *Thursday* (Thanksgiving Day); December 23, 2020 *Wednesday*;
December 24, 2020 *Thursday* (Christmas Eve); December 25, 2020 *Friday* (Christmas)**

- If you are regularly scheduled to work on any of the four days above, please take the day off and enter what you would have worked for that day into Accupoint as 'Internal - HOLIDAY'. Please be sure to select your client as well when entering these 'Holiday' sessions.
- Please be courteous and notify your client/ client's family that you will be OFF for those days.
- If client family wants to reschedule OR you offer to reschedule and come to an agreement with client family, you may do so and you will still get your Holiday pay for your originally scheduled time. i.e. if client reschedules their Thanksgiving day session to Wednesday, you will enter your Wednesday session as normal and also be able to enter your Thursday session as an 'Internal-HOLIDAY'.
- If you DO NOT have any sessions regularly scheduled for the days above, you DO NOT receive Holiday Pay as you already have the day off.
- If you already have a vacation planned during this time, you can not use both PTO and Holiday (double-up) for that day. You may use one or the other.
- You may enter the Holiday sessions in Accupoint up to one week in advance, so you don't have to do it during your actual holiday. Please do not enter them any sooner than that.
- If you have any questions, please email Shusuke at saihara@kuhnbcsc.com

Please see example below:

John Smith's Regular Schedule
Client 1: M, W, TH, F 3:00PM - 5:00PM
Client 2: T, TH 11:00AM - 1:00PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>Nov 22</u>	<u>23</u> 3PM - 5PM Regular RBT/ BCBA Billing	<u>24</u> 11AM - 1PM Regular RBT/BCBA Billing	<u>25</u> 3PM - 5PM Regular RBT/BCBA Billing	<u>26</u> 11AM-1PM; 3PM-5PM -OFF- 'Internal- HOLIDAY'	<u>27</u> 3PM - 5PM Regular RBT/BCBA Billing	<u>28</u>
<u>Dec 20</u>	<u>21</u> 3PM - 5PM Regular RBT/ BCBA Billing	<u>22</u> 11AM - 1PM Regular RBT/BCBA Billing	<u>23</u> 3PM - 5PM -OFF- 'Internal- HOLIDAY'	<u>24</u> 11AM-1PM; 3PM-5PM -OFF- 'Internal- HOLIDAY'	<u>25</u> 3PM - 5PM -OFF- 'Internal- HOLIDAY'	<u>26</u>