



## 2024 PAM Usage

Continuing with our practice, employees in non-clinical departments will again be required to use PAM hours to cover three additional department closing days in 2024 (in addition to the six regularly observed legal holidays). **Your senior leader will use discretion to determine if a non-clinical area is required to be open on one of the dates below.** In 2024, the additional non-clinical department closing dates are:

- Friday, March 29, 2024 – Good Friday
- Friday, July 5, 2024 – Friday after Independence day
- Friday, November 29, 2024—Friday after Thanksgiving

Please plan to manage your PAM time so that you have PAM hours accrued to cover all holidays and additional department closing days. PAM Payout/Reconciliation will occur December 1, 2024. The deadline to use PAM hours before the PAM reconciliation is November 30, 2024. All other provisions of the Paid Absence Management Policy #812 will remain the same with the exception of the PAM payout amount. **PAM payout for non-exempt employees will continue to be 80 hours:**

- a. All unused PAM time up to the employee's maximum carryover will be carried into the next PAM year.
- b. All unused PAM time in excess of the earning capacity up to 80 hours will be paid to non-exempt employees via direct deposit payable before the 26th pay. Exempt employees are not eligible for this payout.
- c. All unused PAM time in excess of those described above will not be carried over to the subsequent PAM year or paid to the employee.
- d. An employee's maximum carryover is based on their current PAM category classification.

## 2024 Legal Holiday Observations\*

- Monday, January 1, 2024—New Year's Day
- Monday, May 27, 2024—Memorial Day
- Thursday July 4, 2024—Independence Day
- Monday, September 2, 2024—Labor Day
- Thursday, November 28, 2024—Thanksgiving
- Wednesday, December 25, 2024—Christmas

*\*When New Year's Day, Independence Day or Christmas fall on either Saturday or Sunday, holiday premium will be paid for hours worked on the holiday regardless of when Southwest observes the holiday.*