



Policy: Company Designated Holidays

Effective: January 1, 2024

Purpose: This policy outlines the guidelines the Company uses for the administration of holiday pay.

Eligibility: Full-time employees

The following holidays will be observed by the Company:

- **New Year's Day**
- **Team Member Appreciation Day (celebrated 3rd Friday in March)**
 - **Memorial Day**
 - **Juneteenth**
 - **Independence Day**
 - **Labor Day**
 - **Thanksgiving Day**
- **Day after Thanksgiving**
 - **Christmas Eve**
 - **Christmas Day**

Process:

1. Employees are eligible for holiday pay benefit immediately upon hire.
2. Holiday pay is paid according to the regularly scheduled working hours for the day that falls on a Company designated holiday.
3. Employees who are not regularly scheduled to work on the day of a designated holiday will not be eligible for holiday pay.
4. Employees will not receive holiday pay unless they work the day before AND the day following the designated holiday unless on pre-approved PTO.
5. Employees on any type of unpaid leave will not qualify for holiday pay.
6. Employees on an approved leave of absence will not qualify for holiday pay.
7. If an employee resigns, and their last date of employment falls on a designated company holiday, they will not be eligible for holiday pay.

Effective 06/3/2022



8. Holiday pay is computed at an individual employee's base rate of pay.
9. Holiday pay hours will not be considered as time worked for the purpose of overtime calculations.
10. Any holiday hours worked must be pre-approved by Management and/or Human Resources, prior to the holiday.
11. In the event an employee is required to work by the Company on a designed company holiday, they will be eligible to receive holiday pay in addition to regular wages.
12. If the holiday falls on a Saturday or Sunday, the designated holiday will be Friday.
13. If one or both Christmas Eve and Christmas Day fall on a weekend, the designated holidays will be Friday and Monday. For example, if Christmas Eve is on Sunday and Christmas is on Monday, the company designated holidays will be Friday and Monday.

Discretion to modify policy:

The organization periodically reviews and revises its policies and this policy, as with others, is subject to change at the organization's discretion without prior notice. This policy supersedes all other prior written policies on this subject.