



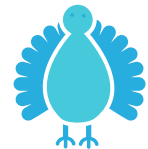
# Company Holiday Policy



## Annual Holidays

[Company Name] observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating Holiday
- Personal Holiday



## Eligibility for Paid Holidays

All regular, nonexempt, full-time employees in good standing will receive holiday pay at their regular rate of pay, provided they meet the following conditions:

- Work a full shift on the employee's last scheduled work shift prior to the paid holiday.
- Work a full shift on the employee's first scheduled work shift following the holiday.
- Should the employee be unable to work either of these two days because of illness, proof of illness will be required to qualify for the paid holiday.

Employees will not be entitled to holiday pay in the following circumstances:

- The employee has not successfully completed the 90-day introductory period.
- The employee is in an out-of-pay status or in a layoff status.
- The employee is on an unpaid leave of absence when the holiday occurs.

Employees covered by collective bargaining agreements will receive paid time off for holidays in accordance with that agreement.



# Holiday Policy continued...



## Procedures

If a company holiday occurs on an eligible employee's vacation day, it may either be counted as a holiday instead of a vacation day or be added to the vacation period as an extra day of vacation.

Nonexempt employees who are eligible for paid holidays but who may be required to work on a company holiday will be paid at one and one-half times their regular rate of pay for the hours worked in addition to holiday pay.

Should a company-recognized paid holiday fall on a Saturday, the holiday will usually be observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday.



**\*Should you have any questions or concerns, please contact HR at \_\_\_\_\_**