



## Paid Holiday Policy

To best serve our customers, we often may be required to work on days near a holiday or sometimes on a holiday. Your supervisor will set your schedule in accordance with customer needs. Regular and Seasonal full-time employees enjoy six (6) paid holidays whenever the holiday falls on a regular workday:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Election Day for Presidential Races
- Thanksgiving Day
- Christmas Day
- IDEA Day (floating Diversity & Inclusion holiday)

Any employee with an unexcused absence on the scheduled workday before or after the holiday becomes ineligible for Holiday Pay.

Holiday Pay will not be considered as time worked for the purpose of overtime calculations.

Holiday Pay is computed at individual employee's base rate of pay, and scheduled work hours. If a non-exempt hourly employee is scheduled to work on a Company holiday, he or she will be paid one and a half times the employee's regular rate of pay for the hours worked, plus their Holiday Pay according to their scheduled shift hours.

Holiday Pay will not be paid to employees on, short term disability long-term disability, or who are receiving payment under another policy that provides for paid time off (e.g., Inclement Weather, Bereavement, etc.).

IDEA: Inclusion, Diversity, Equality and Advocacy. IDEA Day, is a company floating holiday that gives full-time non-seasonal employees an extra day off each year to give everyone an opportunity to volunteer, celebrate a tradition, cultural observance or historical event or religious observation. The intent of this extra day off is to use this time for something significant in your personal life during the calendar year - celebrate Martin Luther King's Birthday, Good Friday, or even your birthday. You can request an IDEA Day at any point in the year to volunteer, participate in a celebration or simply reflect on something that is meaningful to you. You choose what's meaningful to you.

For specific questions about holidays and scheduled work time, please consult with Human Resources.