

HOLIDAY POLICY

All eligible full-time employees will receive six (6) paid holidays each year. In addition to the paid holidays, employees will receive two (2) personal days. We encourage employees to use these personal days to celebrate other cultural observances or to engage in something of personal importance.

Company-recognized Paid Holidays *ALL OFFICES AND PROPERTIES CLOSED*

- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – 1st Monday in September
- Thanksgiving Day – 4th Thursday in November
- Christmas Day – December 25
- New Year's Day – January 1

Personal Days

All full-time employees are eligible for personal days on their first day of employment. For new employees hired after the first of the year, the number of personal days will be prorated to the date of hire. Part-time and seasonal employees, including interns, are not eligible for personal days.

Unused Personal Days

Unused personal days will not be carried over to the next calendar year. Nor will they be paid out upon termination or retirement of employment.

Eligibility for Paid Holidays

All full-time employees are eligible for company-recognized paid holidays on their first day of employment. Part-time and seasonal employees, including interns, are not eligible for paid holidays.

Work Requirements Around Paid Holidays

Employees must work their scheduled workdays before and after a holiday in order to be paid for that holiday unless their supervisor has pre-approved their leave in writing. If a holiday falls on a day that an employee is normally scheduled to work, the employee will take the day off and will be paid for that day. If a holiday falls on a day that an employee is not normally scheduled to work, the employee will receive a "floating holiday" to use during that week. Paid holidays that occur during an employee's vacation period will not be counted as PTO time. If a holiday falls on a Saturday, the holiday will be observed on the Friday before. If a holiday falls on a Sunday, the holiday will be observed on the following Monday.