



## 8.1 Holidays

### 1. Company – Observed Holiday Schedule

The Company observes the following days each year as a paid holidays for eligible employees.

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Independent Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve

In addition, eligible employees receive one (1) floating holiday per calendar year.

### 2. Holiday Observed

If a holiday falls on a Saturday, it is generally observed on the preceding Friday. If a holiday falls on a Sunday, it is generally observed on the following Monday. The holiday schedule may vary from the above schedule by Heritage employer or location. Employees should check with their location manager.

Continuous operation scheduled employees observe the holiday on the actual day the holiday falls, regardless of when the holiday is observed by non-continuous operation schedule employees. For example, if the Independence Day holiday falls on a Saturday, a non-continuous operations schedule employee observed the holiday on the preceding Friday. A continuous operation schedule employee observed the holiday on Saturday, the actual holiday instead of Friday.

### 3. Eligibility

Regarding company-observed holidays, regular full- and part-time employees and employees classified as seasonal or interna are eligible to receive holiday pay. The employee must work or use vacation benefits on the last scheduled workday preceding the holiday, or on the first scheduled workday after the holiday to be eligible to receive holiday pay.

Regarding the floating holiday, regular, full-time employees are eligible. Part-time, seasonal, and intern employees are not eligible for the floating holiday.

### 4. Holiday Pay

Eligible full-time employees (continuous and non-continuous operations schedule) will receive eight (8) hours of base pay for each holiday observed.

Eligible part-time, seasonal, or intern employees who are normally scheduled to work on a day that is observed as a company holiday will receive their normally scheduled hours of base pay (i.e., if the employee normally works a 4-hour shift on a Monday and it is appointed as a company paid holiday, they will receive 4 hours of holiday pay). Continuous operation schedule employees may receive additional holiday pay compensation for each holiday observed based on the work schedule.

Holiday pay is treated as time worked for purposes of calculating overtime.

## **5. Floating Holiday Pay**

Eligible full-time employees will receive eight (8) hours of floating holiday pay.

The floating holiday hours may be scheduled for one business day (cannot be split into two half days). The floating holiday must be scheduled and approved by management in advance according to the local business guidelines. An unused floating holiday does not roll to the next calendar year and it not payable upon separation.

Floating holiday pay is treated as time worked for purposes of calculating overtime.

**Effective January 1, 2022**