

Sample Holiday Pay Policy

Hourly Employees:

recognizes that employees may want to celebrate holidays with their families and loved ones. While we do not pay for time off taken on holidays, and we have established the following policy:

- *Four weeks prior to a holiday, we will ask for volunteers to work the shifts we have open. If the shifts are full, we will identify one or two employees to be on-call in case another employee who was signed up falls ill.*
- *If there are still open shifts, we will do our best to provide fair scheduling. For example, if Suzie wants Thanksgiving Day off, but will work New Year's Day, we will try to make that work. We have found that if we communicate, we can generally cover the shifts.*
- *If there are still open shifts, we will consider hiring temporary employees for the shifts.*
- *We may also split shifts on holidays to allow workers to work fewer hours on those dates.*

Hourly team members will receive a \$100 bonus for working their entire shift (as deemed by management) on the following holidays:

- *New Year's Day*
- *Memorial Day*
- *July 4th*
- *Labor Day*
- *Thanksgiving Day and the day after*
- *Christmas Eve and Christmas Day*

Salaried Employees:

Salaried employees, both full and part-time, will be paid their regular rate of pay on the company holidays listed above under the following conditions:

- *You must be at work (not sick or on PTO) the day prior to and the day after the holiday.*
- *You must have worked at least 90 days (or three months) for the company.*
- *You will be paid your regular hours only. For example, part-time employees who work only three hours a day will be paid only three hours holiday pay on the holiday.*
- *If you are unable to take time off on the paid holiday you will be eligible to take a floating holiday instead (please work with your manager to schedule this).*