

## HOLIDAYS

Lochmueller Group observes the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

To be eligible for holiday pay, the employee must be a regular full-time employee (30 hours or more per week) or regular part-time employee (20 – less than 30 hours per week) and have paid hours (includes vacation and sick) the scheduled day before or the scheduled day after the holiday. Employees will receive holiday pay pro-rated based on their budgeted hours set at the beginning of each calendar year.

Regular Full-Time (40+ hours)	8 hours per holiday
Regular Reduced Full-Time (30 – less than 40 hours)	6 hours per holiday

When the holiday falls on a Saturday, the Friday before will be celebrated. When the holiday falls on a Sunday, it will be celebrated on the next scheduled workday. New Year's Day will always be recognized in the appropriate calendar year which may require the holiday to be recognized the following business day. Lochmueller Group's Holiday Schedule can be located on the Intranet webpage.

Up to 2 days (8-hour increments) can be used as floating holidays with supervisor approval. Aside from floating holidays, all holiday hours will be paid on the day observed.