Holidays policy

ABC Company recognizes seven holidays each year. All full‑time employees will receive their regular straight‑time compensation for each holiday. Regular part‑time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 40 hours per week. The holidays celebrated are:

• New Year’s Day • Labor Day • Christmas Day

• Memorial Day • Thanksgiving Day

• Independence Day • Day after Thanksgiving

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

To be eligible for holiday pay, an employee must have worked his or her regularly scheduled hours the workday before and the workday after the holiday, or have been on an approved vacation day or any other excused and paid day off under Company policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

Any hourly, non‑exempt employee required to work on a holiday will receive double‑time payment for the hours worked.

THIS POLICY IS OPTIONAL