

FEDERAL HOLIDAYS AND PERSONAL HOLIDAYS

NPG currently recognizes the following holidays which are available to all regular full-time employees:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)
- 2 Personal Holidays (Per Calendar Year)

If a recognized holiday falls on a Saturday, NPG will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, NPG will observe it on the Monday after the holiday.

If you are eligible for paid holidays and on the holiday you are on a paid absence such as vacation or other personal time off you will receive the holiday pay in place of the paid time off. No holiday pay will be paid to anyone on a leave of absence (paid or unpaid).

When a holiday falls on an exempt employee's scheduled day off, he/she will receive a floating holiday to take an alternate day within ninety (90) days following the worked holiday. When a holiday falls on a non-exempt employee's scheduled day off, he/she will have the option of receiving the holiday pay or taking an alternate day with Supervisor's approval within ninety (90) days following the worked holiday.

Exempt employees taking a recognized holiday will receive eight (8) hours of holiday pay. Exempt employees who work on a recognized holiday will receive regular pay and be eligible to take an alternate day as agreed upon with their supervisor within ninety (90) days following the worked holiday.

If eligible non-exempt employees work on a recognized holiday, they will be paid their regular pay for hours worked plus eight (8) hours of holiday pay. If they do not work, they will receive eight hours of holiday pay.

Part-time employees are not eligible for holiday pay, however, a part-time employee that is normally scheduled for work that falls on a holiday (and thus does not work) may request PTO time, if available, for the amount of hours lost.

Paid holidays off (federal and personal) are not counted as hours worked for purposes of calculating overtime.

Personal holidays can be taken any time throughout the calendar year with supervisor approval. If an employee starts after June 30, he/she will get only one personal holiday during that calendar year. If an employee starts after September 30, he/she will not receive a personal holiday that calendar year.

Personal holidays do not roll over from one calendar year to the next (i.e., personal holidays must be used by December 31 of each calendar year), unless otherwise required by applicable law.