HOLIDAY POLICY

PURPOSE:

Holley recognizes certain days during the year as paid holidays for its fulltime team members.

SCOPE:

This policy applies to all full-time hourly and salary team members.

RESPONSIBILITY:

Management, Human Resources and Payroll Department

POLICY:

Under normal circumstances, the 7 holidays recognized by Holley include:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving
6. Day After Thanksgiving
7. Christmas Eve
8. Christmas Day
9. Floating Holiday

Full-time salary and hourly team members are eligible for 1 floating holiday per calendar year. A floating holiday can be requested by the associate and approved at the managers' discretion based on scheduling demands.

When the floating holiday is designated by the company, it will not be carried over, will not be paid out upon termination, and will be included as hours worked when calculating overtime.

When the floating holiday is not designated by the company, it can be carried over and included in the maximum forty (40) hour rollover, will be paid out upon termination, and will not be included as hours worked when calculating overtime.

Before the end of the 4th quarter of each calendar year, a holiday schedule will be published indicating the specific dates the above holidays will be observed by the company.

Full-time salary and hourly team members are eligible for holiday pay when they become eligible for their full-time company team member benefits program.

Temporary, contract or part-time team members are not eligible for holiday pay.

Paid holidays will be considered as actual hours worked in computing regular time and/or overtime for the week in which the holiday falls.

If a team member has a pre-approved PTO day scheduled either before or after a company-designated holiday, the holiday will be paid.

If a company-paid holiday falls during a team member's PTO, the holiday will not be counted as PTO taken.

In order to be eligible for holiday pay, team members must work their scheduled shift (or have been approved for a PTO day) the last day preceding and the first day following a holiday.

Team members receiving short term disability will be paid short term disability pay for the holiday and will **not** be eligible for holiday pay **unless** they have actually worked the day before the holiday and the first day following the holiday.