

## **Holidays**

It is the policy of ULTRA TECH, to recognize certain days of traditional historical importance as holidays and to pay eligible employees for time off on those days.

### *2.0 Scope*

Eligibility begins immediately upon employment. All full time and part-time employees are eligible to receive holiday pay for each recognized holiday. Full-time employees will receive 8 hours pay for holidays. Part-time employees will be paid on a pro-rated basis, based on their regularly scheduled hours.

To be eligible for holiday pay, an employee must be at work or an approved leave status (vacation, jury or military duty, bereavement, etc.) on the day before and the day after the holiday. Employees on leaves of absence will not receive holiday pay.

### *3.0 Recognized Holidays*

| Holidays (click holiday for calendar)         |                                  |
|---|----------------------------------|
| <a href="#">New Year's Day</a>                | <a href="#">Labor Day</a>        |
| <a href="#">Martin Luther King's Birthday</a> | <a href="#">Columbus Day</a>     |
| <a href="#">Presidents Day</a>                | <a href="#">Veteran's Day</a>    |
| <a href="#">Memorial Day</a>                  | <a href="#">Thanksgiving Day</a> |
| <a href="#">Independence Day</a>              | <a href="#">Christmas Day</a>    |

The Human Resources Department will publish a schedule of observed holidays each calendar year.

### *4.0 Guidelines*

If a paid holiday falls on Saturday or Sunday, the preceding or succeeding weekday will be observed as the paid holiday as determined by management.

Time off for religious holidays not recognized as paid holiday may be taken either without pay or as paid vacation leave with the approval of the employee's manager.

Employees at customer sites will observe holidays honored by their respective clients.

### *5.0 Procedure*

Holiday pay is recorded in the appropriate holiday space on the timesheet.