

## 2023 HOLIDAY POLICY

### I. POLICY

ECM Industries, LLC offers paid holidays to all eligible employees. ECM Industries, LLC grants a total of 12 holidays (scheduled and floating holidays combined) each calendar year. The floating holidays may be scheduled in advance by different businesses and/or locations. Please refer to the ECM Industries, LLC Employee Guidelines for details on floating holidays. To qualify for a paid holiday, an employee must have worked a full day before and after the holiday.

- A. Floating holidays are earned on the first day of the calendar year.
- B. Floating holidays must be scheduled in advance and be approved in advance by your supervisor. Floating holidays cannot be carried over from year to year.
- C. Floating holidays must be taken in 4-hour or 8-hour increments. This 4-hour increment can be taken either in the beginning or end of an 8-hour scheduled shift.
- D. Earned but unused floating holidays are not paid out upon termination of employment.
- E. New employees' floating holidays will be prorated based on their month of hire using the following schedule.
- F. Employees who work a reduced work schedule of less than 40 hours per week will receive a prorated amount of floating holiday hours based on their number of hours worked per week.
- G. Eight (8) scheduled holidays plus Four (4) floating holidays = Twelve (12) total paid holidays. The floating holidays may be scheduled in advance by different businesses and/or facilities; please see your supervisor for details.

### II. FULL TIME FLOATING HOLIDAY ALLOCATION

Floating Holidays Available	Month of Hire											
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Four (4)	4	4	3	3	3	2	2	2	1	1	0	0

### III. 2023 HOLIDAY SCHEDULE – U.S. CORPORATE

Date	Holiday	Day of the Week
January 2	New Year's Day	Monday
May 29	Memorial Day	Monday
July 4	Independence Day	Tuesday
September 4	Labor Day	Monday
November 23	Thanksgiving Day	Thursday
November 24	Day after Thanksgiving	Friday
December 25	Christmas Day	Monday
December 26	Day after Christmas	Tuesday