

2023 HOLIDAY POLICY

Alexandria, MN Location

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. Six (6) scheduled holidays plus Six (6) 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
Six (6)	6	6	5	5	4	4	3	3	2	2	1	0

III. 2023 HOLIDAY SCHEDULE – Alexandria, MN

Date	Holiday	Day of the Week
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