

## 2020 Onsite Holiday Schedule

The following is the 2020 holiday observance schedule for onsite staff, including holidays for the remainder of 2019.

| <b>Holiday</b>         | <b>Observed</b>                                     |
|------------------------|---|
| Christmas Eve          | Tuesday, December 24, 2019 (Office closes at 2 pm)  |
| Christmas Day          | Wednesday, December 25, 2019                        |
| New Year's Eve         | Tuesday, December 31, 2019 (Office closes at 2pm)   |
| New Year's Day         | Wednesday, January 1, 2020                          |
| Martin Luther King Day | Monday, January 20, 2020                            |
| Easter Sunday          | Sunday, April 12, 2020                              |
| Memorial Day           | Monday, May 25, 2020                                |
| Independence Day       | Saturday, July 4, 2020                              |
| Labor Day              | Monday, September 7, 2020                           |
| Thanksgiving           | Thursday, November 26, 2020                         |
| Floating Holiday*      | Taken in November/December                          |
| Christmas Eve          | Thursday, December 24, 2020 (Office closes at 2 pm) |
| Christmas Day          | Friday, December 25, 2020                           |
| New Year's Eve         | Thursday, December 31, 2020 (Office closes at 2 pm) |
| New Year's Day 2021    | Friday, January 1, 2021                             |

\*Floating Holiday - Associates **hired prior to 11/1** will be given one floating holiday per year. The floating holiday is to be taken with the supervisor's approval during November or December and needs to be taken within this calendar year. If the day is to be used outside of that time, the Regional Manager must give prior approval. If an Associate's last day of employment is before the day after Thanksgiving, the Associate is not eligible for the floating holiday.

If a holiday falls on an Associate's regular scheduled day off, they may take an alternate day off with pay within the same pay period.

Full Time associates requesting PTO on days noted "office closes at 2pm" must request a full 8 hours of PTO.

Part Time Associates (holidays) are paid the hours they would have normally worked. If holiday falls on Associate's regular scheduled day off, they may take an alternate day off with pay (the hours they would've normally worked) within the same pay period.

**Associates who are absent the day before or after a Holiday** will not be paid for that holiday with the exception of pre-approved PTO time.