

2019 HOLIDAY POLICY

Distribution Centers

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. Earned but unused floating holidays are not paid out upon termination of employment.
- D. New employees' floating holidays will be prorated based on their month of hire using the following schedule.
- E. 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. 2019 HOLIDAY SCHEDULE – Distribution Centers

Date	Holiday	Day of the Week
January 1	New Year's Day	Tuesday
May 27	Memorial Day	Monday
July 4	Independence Day	Thursday
September 2	Labor Day	Monday
November 28	Thanksgiving Day	Thursday
December 25	Christmas Day	Wednesday