

## 2019 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. 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. Seven (7) scheduled holidays plus Five (5) 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
Five (5)	5	5	4	4	3	3	2	2	1	1	0	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 24	Christmas Eve	Tuesday
December 25	Christmas Day	Wednesday