



## 2018 HOLIDAY POLICY

### Distribution Centers (Menomonee Falls, Reno and Memphis)

**I. POLICY**

Power Products, LLC offers paid holidays to all eligible employees. Power Products, 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 Power Products, 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. 2018 HOLIDAY SCHEDULE – Distribution Centers (Menomonee Falls, Reno and Memphis)**

Date	Holiday	Day of the Week
January 1	New Year's Day	Monday
May 28	Memorial Day	Monday
July 4	Independence Day	Wednesday
September 3	Labor Day	Monday
November 22	Thanksgiving Day	Thursday
December 25	Christmas Day	Tuesday