

## **Holiday Policy** Effective 03.16.2022

Dent Wizard's Holiday Policy outlines the days acknowledged as Holidays and clarifies eligibility guidelines for Holiday pay. Eligible employees enjoy this benefit their first day of employment.

### **Observed Holidays**

New Years' Day	Martin Luther King, Jr. Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Day After Thanksgiving	Christmas Eve
Christmas Day	
Additional day(s) required by law	

### **Eligibility for Holiday Pay**

Full-time, exempt and non-exempt employees outside the commissioned, piece-rate and detailer positions are eligible for Holiday pay.

To qualify, non-exempt workers are required to work their full scheduled shifts the day before and day after a Holiday, except as prohibited by law. Any unexcused absence the day before or after a Holiday may require written substantiation to be paid.

### **Considerations**

Holiday pay is calculated at the employee's regular rate of pay up to a maximum of eight (8) hours. It is not considered time worked for the purpose of computing overtime.

Should an observed Holiday occur during an employee's earned, paid time off, it is not necessary to submit Paid Time Off (PTO) hours for the Holiday.

For those Holidays falling on a weekend day, Dent Wizard's internet page will notify employees of the date the Holiday will be observed. Annual Holiday schedules will be shared via Internal Memo.

Dent Wizard reserves the right to require an employee work on a Holiday.