



2009 Holiday Schedule Program

Program Purpose: To allow Employees work life balance in observation of designated holidays and to incorporate some flexibility in choice of holiday observation.

Plan Year: January 1st to December 31st of each calendar year.

Eligibility: All regular, full time and $\frac{3}{4}$ time status Employees are benefit eligible for paid holidays. Core Holidays will be observed by all eligible Employees. Floating holidays will be observed as chosen by the eligible Employee in accordance with the guidelines on Floating Holidays below.

- **Core Holidays (8):** New Years Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.
- **Floating Holidays (2):** Eligible Employees will earn floating holidays based on employment status as of two dates:
 - 1.) All eligible employees with start date on or before January 1st will earn the first floating holiday.
 - 2.) All eligible employees with start dates on or before July 1st will earn the second floating holiday.
- **Floating Holiday Accruals**
 - a.) January 1st for those who meet criteria number 1).
8 hours accrued for full-time status and 6 hours accrued for 3/4- time status.
 - b.) July 1st for those meeting criteria number 2).
8 hours accrued for full-time status and 6 hours accrued for 3/4- time status.
 - c.) Holiday accrual is not payable upon departure from THI and if not used before December 31st of the plan year there is no carryover to the next plan year.
- **Holiday Pay**

To receive holiday pay each Employee must have entered the charge code on their timesheet as Holiday.

NOTE: All government sites close for THI's core holidays plus Martin Luther King Day and Columbus Day. Employees working in facilities (government or otherwise) that close on days other than THI's core holidays will either need to use a floating holiday (if available) or PTO for Non SCA and vacation for SCA employees, to cover these closures or any additional government site closures. If there is no available accrual for floating holiday or PTO for Non SCA and vacation for SCA employees then (LWOP) leave without pay would have to be used.

For those contracts that have requirements (other than those listed above) the employee will follow the contract specific requirements.