

## Time-Off Benefit

The Foundation will grant holiday time off to all employees for the holidays listed below:

- Martin Luther King, Jr. Day (third Monday in January)
- Caesar Chavez Day (March 31st; or observance on closest business day, Friday or Monday)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Christmas/New Year's Break (December 25-January 1)

According to applicable restrictions, the Foundation will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classifications:

- Full-time Regular (FTR)
- Part-time Regular (PTR)
- Short Hour Regular (SHR)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g. vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If a recognized holiday falls during an eligible employees unpaid absence (e.g. unpaid leave of absence), the holiday pay will be unpaid.

If an eligible employee works on a recognized holiday, he or she will receive paid time off for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.