

**TITLE: HOLIDAYS**

**A. Eligibility**

Eligible regular full-time and regular part-time employees may receive the recognized holidays off with pay. Eligible regular part-time employees will receive a pro rata benefit in relation to their assigned full-time equivalency. Temporary employees are not eligible for the holiday benefit, but are paid time and one-half when required to work on a company recognized holiday.

Employees must work the business day preceding and following a holiday to be eligible for Holiday Pay, unless prior authorization for the employee's absence on said days has been granted (e.g., a vacation request for the day before or after a holiday has been granted).

**B. Paid Holidays**

The following holidays are recognized by Coastal International:

New Year's Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day  
Floating Holiday

The Floating Holiday may be taken at the employee's choosing, however any Floating Holiday not taken by the end of the calendar year will be paid out to the employee at that time.

**C. Observation**

When a holiday observed by Coastal International falls on Saturday or Sunday, the immediately preceding Friday or following Monday is observed as the holiday.

**D. Compensation for Work on a Recognized Holiday**

1. *Exempt Employees*

Any eligible, exempt employee who works on a recognized holiday shall receive a compensatory eight (8) hour day off at a later time.

2. *Non-Exempt Employees*

Any eligible, non-exempt employee who works on a recognized holiday shall be paid one and one-half (1.5) times the straight time rate of pay for all hours so worked. An eligible employee who works on a recognized holiday shall also receive a compensatory eight (8) hour day off at a later time.