

## Holiday Pay

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**Purpose:**

Plexus recognizes nine company paid holidays in observance of certain U.S. federal and company recognized holidays.

**Policy and Procedure:**

Plexus observes the following holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

**Eligibility:** All regular, full-time team members will receive holiday pay for their normally scheduled work day at their regular rate of pay. Part-time team members will receive 4 hours of holiday pay at their regular rate of pay. Contract and temporary team members are not eligible to receive holiday pay.

**Conditions:** Eligible team members will receive holiday pay for their normally scheduled work day at their regular rate of pay, provided they meet the following conditions:

1. Work a full shift on the team member's last scheduled work shift prior to the paid holiday.
2. Work a full shift on the team member's first scheduled work shift following the holiday.
3. Team members will not be entitled to holiday pay if they are on a leave of absence when the holiday occurs.
4. If Paid Sick Time (PST) is used before or after the holiday, holiday pay is protected.

**Paid holidays during vacations and weekends:** If a paid holiday occurs during a team member's scheduled vacation, the team member's PTO will be reduced by 8 hours to account for the holiday occurring during the vacation period. Should a company recognized paid holiday fall on a Saturday, the holiday will usually be observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday. Please refer to the current year holiday schedule.

1. ***Overtime:*** Holidays are not considered in the calculation of overtime unless work is actually performed on the holiday.
2. The Holiday schedule will be announced in December of the prior year and may be modified at any time at the company's discretion.

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3. Depending on the business needs, some team members may be required to work on company holidays. Such team members will be notified by management in these situations.
4. **Working on a holiday:** All non-exempt team members are subject to the overtime pay provisions of the Fair Labor Standards Act and must be compensated for all hours worked.
  - a. Non-exempt, hourly team members are entitled to pay at their basic rate of pay for all hours worked on a holiday plus holiday pay. Four (4) hours for part-time eligible team members and eight (8) for full-time eligible team members.
  - b. Exempt team members may be awarded compensatory time off. The compensatory time must be requested and approved in advance, within the guidelines of the Compensatory Time Off Policy (#610).
  - c. Team members in Temporary or Contract positions are not eligible for holiday pay unless specifically outlined in the agency or contractor agreement.
  - d. Holiday hours are only considered in the computation of overtime if the hours were actually worked.
  - e. Team members who work a shift on a recognized holiday and then call out on the next shift following the holiday, will only be paid for the hours worked and not the holiday pay. Overtime will apply to worked hours, if applicable. If PST is used, holiday pay is protected.

**Paid Sick Time (PST):** The use of PST will not result in the loss of holiday pay. In the instances of calling out for the last scheduled work shift prior to or after a paid holiday, PST hours can be used for the following purposes allowed by the State of Arizona:

- a. Team member’s own physical or mental illness, injury, or health condition
- b. Care for the team member’s family member who has a physical or mental illness, injury or health condition
- c. Public health emergency
- d. To ameliorate the effects of domestic violence, sexual violence, or stalking of the team member or team member’s family member

Team members could face negative consequences if PST is used before or after a holiday for other purposes which are not outlined above. Documentation may be required if PST is used for three or more consecutive scheduled work days. For additional information on PST eligibility, see Paid Sick Time (PST) Policy #608.

APPROVED BY:	SIGNATURE:	DATE:
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