



Company Holiday and Floating Holiday Policy (US)

PURPOSE

Nexcess recognizes the importance of providing employees with designated company-paid holidays while also maintaining business operations and client support. This policy outlines expectations regarding working on company holidays, holiday pay eligibility, payroll processing during holidays, and floating holiday guidelines.

HOLIDAY PAY ELIGIBILITY REQUIREMENTS

To be eligible for company-paid holiday pay, employees must be classified as regular, full-time employees. Additional eligibility requirements may apply based on attendance and scheduled work requirements outlined below.

Scheduled Work Requirements Before and After a Holiday

Employees are expected to work their scheduled shifts immediately before and immediately after a company-paid holiday, in order to remain eligible for holiday pay. If the employee is observing the holiday on an alternate date within the calendar week, they are expected to work their scheduled shifts immediately before and immediately after in order to remain eligible for holiday pay.

Unscheduled Absences and Holiday Pay Eligibility

Employees who call out or have an unexcused absence on the scheduled workday immediately before or after a company-paid holiday, or an approved alternate holiday observance day, may be deemed ineligible for holiday pay in accordance with Company attendance policies and applicable law. Any missed time may be recorded as unpaid time, consistent with Company policy and applicable law.

Pre-Approved Time Off During Holiday Periods

Employees with pre-approved time off during the holiday week will remain eligible for holiday pay, provided they work their scheduled shifts immediately before and immediately after the holiday.

Illness or Extenuating Circumstances

If an employee is unable to work a scheduled shift due to illness, the employee may contact People Experience for review of the circumstances. Where permitted by applicable law, supporting documentation from a qualified medical professional may be requested or submitted for consideration regarding holiday pay eligibility.

Holiday Pay and Overtime Treatment

Holiday pay is not considered hours worked for purposes of overtime calculations unless otherwise required by applicable law.



MANAGER RESPONSIBILITIES FOR HOLIDAY SCHEDULING

Managers are responsible for ensuring holiday scheduling and timekeeping are administered consistently and in compliance with Company policy. Responsibilities include:

- Plan and monitor employee schedules proactively to support business needs, maintain appropriate staffing coverage, and minimize unintended overtime.
- Approve holiday work schedules and coordinate approved alternate observance days with eligible employees in advance whenever possible.
- Verify that all hours worked are accurately recorded and compensated in accordance with applicable federal, state, and local wage and hour laws and Company policy.

WORKING ON COMPANY-PAID HOLIDAYS

Alternate Holiday Observance for Non-Exempt Employees

To support business operations and client needs, some employees may be scheduled to work on designated company-paid holidays. When a non-exempt (hourly) employee is scheduled by their manager to work on a company-paid holiday, the employee will coordinate with their manager to take an alternate day off within the same pay period in observance of the holiday. Subject to business needs and manager approval, schedule adjustments should be planned and approved in advance whenever possible.

Timekeeping Requirements for Non-Exempt Employees

When a non-exempt (hourly) employee works on a designated company-paid holiday, managers are responsible for the following timekeeping actions:

- Adjust the employee's work schedule to reflect the approved alternate observance day within the same pay period.
- Document approved alternate observance days within the Company's scheduling and timekeeping systems.
- Remove the employee's assigned schedule on the approved alternate observance day, as applicable.
- Verify that all hours worked are accurately recorded and compensated in accordance with applicable federal, state, and local wage and hour laws and Company policy.

HOLIDAY PAY ADMINISTRATION

The following guidelines apply to the administration of Company-paid holiday benefits. Nexcess administers holiday pay in accordance with applicable federal, state, and local laws and regulations. Where applicable laws provide greater employee rights or benefits, the Company will comply with those requirements.

- Eligible regular full-time employees will receive holiday pay for designated Company-paid holidays in accordance with this policy.
- Employees who are on an unpaid leave of absence on a Company-paid holiday are not eligible to receive holiday pay unless otherwise required by applicable law.
- Holiday pay is calculated based on the employee's current base rate of pay at the time the holiday is observed.
- Eligible non-exempt (hourly) employees will receive eight (8) hours of holiday pay during the pay period in which the Company-paid holiday occurs, provided all eligibility requirements are met.



- When a non-exempt (hourly) employee is scheduled by their manager to work on a Company-paid holiday, the employee will be paid for all hours actually worked at their regular rate of pay. The employee may observe the holiday on an approved alternate day in accordance with the Alternate Holiday Observance guidelines outlined in this policy.
- Holiday pay is not considered hours worked for purposes of overtime calculations unless otherwise required by applicable federal, state, or local law.

PAYROLL PROCESSING DURING COMPANY HOLIDAYS

If a company holiday falls on a regularly scheduled pay date, the Company will make reasonable efforts to process payroll in advance of the holiday. However, payroll processing and fund availability may be impacted by banking institution schedules and holiday-related processing delays.

In the event of a potential delay, the Company will communicate updates as early as reasonably possible. We appreciate your understanding and patience during holiday processing periods.

FLOATING HOLIDAY GUIDELINES

Each eligible employee will receive one floating holiday per calendar year to use at their discretion. Floating holidays must be requested and approved in advance and may not be used for unscheduled absences.

Employees are encouraged to coordinate scheduling with their manager as early as possible to ensure appropriate team coverage and alignment with business needs.

Floating holidays must be used by December 31, 2026. Unused floating holiday time will not carry over into the following calendar year and will not be paid out upon separation from employment unless otherwise required by applicable law or Company policy.

QUESTIONS & RESOURCES

Employees may access the current payroll schedule, annual Company-paid holiday calendar, and related resources on Spark: *Spark > Resources > All US Resources > Links & Info*

If you have questions or need additional assistance, please contact your supervisor or the People Experience Team at px@nexcess.com.