	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT:	EFFECTIVE DATE: 5/01/92
	<b>PAID HOLIDAYS</b>	REVISION DATE: 2021
	POLICY NO. <b>210</b>	Page 1 of 5
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

*This Policy covers all non-union associates employed by Perdue Farms, Inc. and all its subsidiaries and, where required by law, applicants for these entities.*

## I. SUMMARY

This policy establishes holiday entitlements for eligible associates including related pay practices.

When holidays fall or are celebrated on a regular workday, full-time and part-time employees will receive one (1) day's pay at their regular straight-time rate. Non-exempt full-time and part-time employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day unless otherwise required by applicable law.

Paid holidays off are not counted as hours worked for purposes of calculating overtime.

## II. HOLIDAY SCHEDULING

### A. Schedule


Perdue provides a variety of paid holidays to eligible associates each year. Eligibility begins after the probationary period of employment (60 days) for all full-time non-exempt associates. Permanent part-time non-exempt associates are also eligible to receive holiday pay (after 60 days), provided the holiday falls on a normally scheduled work day. Exempt associates are eligible for holiday pay as of their date of hire or transfer into an exempt position. The holiday schedule is announced to associates at the beginning of each calendar year.

### B. Variation

Variations to the holiday schedule may be authorized by the Vice-President of Human Resources.

### C. Weekend Holidays

When a recognized holiday falls on a Saturday, the holiday typically will be observed on the Friday before the holiday or the Monday following the holiday, depending upon business necessity. Recognized holidays falling on a Sunday typically will be observed on the following Monday.

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### III. HOLIDAY PAY

- A. Non-exempt associates must complete their 60-day probationary period to receive Holiday pay.
- B. Under no circumstances does an associate receive holiday pay if a holiday falls within their authorized leave-of-absence.
- C. Eligible associates that do not perform work on a holiday are paid at their basic hourly rate including shift differentials for the number of hours they are normally scheduled to work each day for the holiday(s) or the days observed in place of those holidays.
- D. Generally, holiday pay is limited to 8 hours unless an individual's normal work schedule is greater than 8 hours, the holiday falls during their normal work week and the associate does not work on the holiday. Alternate work schedules must be approved in advance by the Vice President Human Resources.

#### **Examples of alternate work schedule holiday pay:**


Scheduled work week is **Tuesday through Friday, 4 days/10 hours each.**

1. Holiday falls on Monday (outside of work week).
  - a. Associate is not scheduled to work on Monday. Associate receives holiday pay of 8 hours.
  - b. Associate works the Monday holiday. Associate receives hours worked on Monday plus 8 holiday pay hours.
2. Holiday falls on Friday (within work week).
  - a. Associate is not scheduled to work on Friday (holiday is observed). Associate receives replacement wages of 10 hours holiday pay.

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- b. Associate works the Friday holiday. Associate receives pay for hours worked on Friday plus 8 holiday pay hours.
  
- E. Live Haul associates who are not paid on an hourly rate basis, Bulk feed drivers, OTR Grain/Litter drivers, and PTI drivers should be paid holiday pay based on 1/5 of their average weekly wage during the most recent 13 weeks (excluding any bonus).
  
- F. This average will include the most recent 13 weeks ***regardless*** of whether an individual was paid partial pay (i.e., worker's compensation, sick pay, etc.) or no pay at all (i.e., personal leave of absence).
  
- G. In order for an eligible non-exempt associate who does not perform work on a holiday to be eligible to receive holiday pay, they must work the regularly scheduled work day immediately preceding and following the holiday, unless their absence on those days were for any of the following exceptional conditions:
  - 1. The associate is sent home by the supervisor or Medical after working four hours on the scheduled day preceding the holiday and/or four hours on the scheduled day following the holiday.
  - 2. The associate is absent because of a paid absence, (excluding sick pay) according to the appropriate policy (i.e. jury duty, bereavement, and Paid Time Off [PTO]).
  - 3. The associate is absent either immediately preceding or immediately following the holiday because of an approved military leave of absence which was just ended/begun. Naturally, the associate must have worked the other regularly scheduled workday adjacent the holiday.
  - 4. The associate is absent for any reason protected by applicable law.
  
- H. An eligible non-exempt associate is not paid holiday pay if they fail to report to work on a holiday after having been scheduled, unless their absence is due to illness and they are admitted as an inpatient in a hospital or is otherwise protected by applicable law.


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- I. An eligible non-exempt associate is not paid holiday pay if they work on a holiday, yet fails to work the regularly scheduled work day immediately preceding and following the holiday unless the absence is otherwise protected by applicable law. The associate will receive pay for hours worked.
  
- J. Eligible non-exempt associates are paid their basic hourly rate including shift differentials, in addition to regular straight-time holiday pay, for all hours actually worked on one of the listed holidays. In addition, those associates who report for work on a holiday, work less than four (4) hours, and are sent home prior to the completion of their scheduled number of daily hours, receive the report-in pay to which they are entitled.
  
- K. Company paid holidays currently are as follows:
  - 1. New Year's Day,
  - 2. Martin Luther King's Birthday (observed),
  - 3. Easter Monday,
  - 4. Memorial Day,
  - 5. Independence Day,
  - 6. Labor Day,
  - 7. Thanksgiving Day, and
  - 8. Christmas Day.

**IV. \* ADMINISTRATION – NON-EXEMPT ASSOCIATE**

- A. The associate is paid for the holiday according to the approved indications on their KRONOS record for the regularly scheduled work days immediately preceding and following the holiday, unless otherwise set forth above. A space indicating holiday pay is provided for in KRONOS.
  
- B. Associates should not receive holiday pay when a holiday is observed on a regular scheduled working day and the associate is absent from work for the following reasons:
  - 1. Occupational injury (up to the first five days)
  - 2. Jury duty

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3. Bereavement leave

- C. In these cases, the holiday will be considered one of the days allowed for the specific type of absence and should be paid in accordance with the policy governing the absence.
- D. If an associate works on a holiday, they receive their straight-time holiday pay in addition to straight time pay for hours worked if they work the last scheduled work day immediately preceding and the next scheduled work day immediately following the holiday, unless otherwise set forth above. Only "hours worked" are to be used when calculating overtime pay. Holiday pay hours are not to be used in this calculation.

**V. RESPONSIBILITY**

The Vice President of Human Resources retains the authority and responsibility for this Policy. Questions concerning the meaning or interpretation of this Policy should be referred to the appropriate Director of Human Resources. Any circumstances that require a waiver from the Policy must be coordinated through the Vice President or appropriate Director of Human Resources.