

## LOYOLA ENTERPRISES, INC.

### POLICIES & PROCEDURES

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**CLASSIFICATION:** Employee Benefits

**Number:** IV-4

**SUBJECT:** Company Paid Recognized Holidays

**Effective Date:** 06-17-98

**Revision Date:** 07-09-09

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LOYOLA officially recognizes ten (10) holidays per year. All full-time employees are eligible (on the first day of the month following thirty (30) days of employment) for the following paid holidays:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Christmas

LOYOLA acknowledges that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the Company's recognized holidays. Employees who wish to take a day off for such reasons must complete a Leave Request Form. Employees may request the time off as either personal leave time (PLT) or time off without pay. Employees are encouraged to request their time off as far in advance as possible. Time off must be scheduled and approved by the employee's supervisor. The employee's supervisor will make reasonable accommodations with the work schedule for bona fide religious observances and practices.

If a Company recognized holiday is not observed by a contractor for which an employee is working, LOYOLA will float the holiday so the employee may use the holiday on another day.

Employees may request to defer a Company recognized holiday. The privilege of deferring a holiday must be approved by management. Deferred holidays can not carry over to the next year. Deferred holidays that have not been used by the last day of the calendar year will be forfeited.

When a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday.

A Company recognized holiday may not be used on the first or last day of employment.

Holiday hours will not be included in the computation of overtime.

Employees on disability or leave of absence without pay will not be paid for holidays.