

Subject: Holidays	Effective Date: December 2006
Responsibility: Human Resources	Revision Date: December 2012

Policy:

KRA Corporation (KRA) believes it is important for employees to be able to spend holidays with their families, and consequently provides 10 company paid holidays per calendar year.

Procedure:

- Regular, full-time KRA employees who work a minimum of 40 hours a week are eligible for holiday pay.
- Holidays may vary by worksite location. Refer to the KRA Holiday Schedule for each location to determine which days have been designated as company paid holidays for each worksite.
- If a holiday falls on a Saturday, KRA will observe the holiday on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. In some cases, the client may determine an alternate holiday date.
- Holidays cannot be floated; they must be taken when they occur. However, should an employee be required to work on a holiday to accommodate the client or other business need, the supervisor may grant time off later in the same work week.
- If a holiday falls within an employee's scheduled vacation, he or she will report holiday hours for that period in lieu of Paid Time Off (PTO).
- Employees on an approved unpaid leave of absence will not be eligible for paid holidays falling within that absence.
- Holiday pay will not be considered in overtime calculations for non-exempt employees.