

*Important: The electronic version of this document found on the GW Sharepoint is official. All printed versions are uncontrolled copies*

**Each** Gebrüder Weiss USA employee is eligible for floating holidays **after 90 days of employment**. If a holiday/ floating holiday/ birthday falls on a Saturday it will be observed on the preceding Friday and if a holiday/ floating holiday/ birthday falls on a Sunday it will be observed on the following Monday. Floating holidays must be taken on the days listed above.

All days **MUST BE** taken on days listed below. If this is not possible due to staffing needs, a different date within the same week needs to be assigned and approved by the direct manager.

**ALL requests for vacation, floating holidays and birthdays must be entered and approved prior to the day off in Paycor Online System. Instructions can be found on the USA HR SharePoint.**

FEDERAL HOLIDAYS	DATE	DAY
New Year's Day	January 1	Wednesday
Memorial Day	May 25	Monday
Independence Day	July 3**	Friday
Labor Day	September 7	Monday
Thanksgiving Day	November 26	Thursday
Christmas Day	December 25	Friday

FLOATING HOLIDAYS	DATE
Martin Luther King Jr. Day <b>OR</b> Presidents' Day	Monday January 20 <b>OR</b> Monday February 17
Columbus Day <b>OR</b> Veteran's Day	Monday October 12 <b>OR</b> Wednesday November 11
Christmas Eve <b>OR</b> New Year's Eve	Thursday December 24 <b>OR</b> Thursday December 31

<b>Employee Birthday</b>	After <b>90 days of employment</b> , each Gebrüder Weiss USA employee is eligible to have their birthday off. Birthdays must be taken on the day of your actual birthday.
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