

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	Friday
Memorial Day	May 31	Monday
Independence Day	July 5*	Monday
Labor Day	September 6	Monday
Thanksgiving Day	November 25	Thursday
Christmas Day	December 24*	Friday

FLOATING HOLIDAYS	DATE
Martin Luther King Jr. Day OR Presidents' Day	Monday January 18 OR Monday February 15
Columbus Day OR Veteran's Day	Monday October 11 OR Thursday November 11
Christmas Eve OR New Year's Eve	Thursday December 23* OR Thursday December 30*

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