

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 below.

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 2023	January 2 **	Monday
Memorial Day	May 29	Monday
Independence Day	July 4	Tuesday
Labor Day	September 4	Monday
Thanksgiving Day	November 23	Thursday
Christmas Day	December 25	Monday
New Year's Day 2024	January 1	Monday

FLOATING HOLIDAYS	DATE
Martin Luther King Jr. Day OR Presidents' Day	Monday January 16 OR Monday February 20
Columbus Day OR Veteran's Day	Monday October 9 OR Friday November 10 **
Christmas Eve OR New Year's Eve	Friday December 22 ** OR Friday December 29 **

Employee Birthday	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.
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