

*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 2024	January 1, 2024	Monday
Memorial Day	May 27, 2024	Monday
Independence Day	July 4, 2024	Thursday
Labor Day	September 2, 2024	Monday
Thanksgiving Day	November 28, 2024	Thursday
Christmas Day	December 25, 2024	Wednesday
New Year's Day 2025	January 1, 2025	Wednesday

FLOATING HOLIDAYS	DATE
Martin Luther King Jr. Day <b>OR</b> Presidents' Day	Monday January 15 <b>OR</b> Monday February 19
Columbus Day <b>OR</b> Veteran's Day	Monday October 14 <b>OR</b> Monday November 11
Christmas Eve <b>OR</b> New Year's Eve	Tuesday, December 24 <b>OR</b> Tuesday, December 31

<b>Employee Birthday</b>	<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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