

Company Holidays and Pay Practices

The following holidays are observed by the Company:

- New Year's Day
- Good Friday (see Table 2)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day (1/2 day) (see Table 4)
- Christmas Day

Note: Holidays falling on Saturday or Sunday are observed on that day only.

Holiday Pay Practices

Full-time employees receive holiday pay per the following tables. Refer to Table 3 for pay practices applicable when employees take scheduled time off in combination with holiday pay. Early dismissals - Employees will receive specific timecard instructions at the time of the early dismissal.

Table 1. Full Day Holiday	Holiday hours paid when FULL DAY holiday is observed on...	
	Mon - Fri	Sat
All Corporate & Regional Office Employees	8.00 / 10.00 Hours	n/a
All Store Employees	10.00 Hours	10.00 Hours
All Warehouse & Maintenance Employees	10.00 Hours	n/a
DTD Distribution Center Employees	10.00 Hours	10.00 Hours* *If scheduled to work
DTD Office Employees	8.00 Hours	8.00 Hours* *If scheduled to work

Table 2. Good Friday	Hours paid...
All Corporate & Regional Office Employees <i>*See Table 3 if time off is scheduled on Good Friday</i>	4.00 / 5.00 Hours (Holiday hours) (Offices close at 12 p.m.)
All Store, Warehouse, Maintenance & DTD Employees	3.00 Hours (Holiday hours) (Stores close from 12 p.m. to 3 p.m.)

Table 3. Holiday Plus Scheduled Time Off on Good Friday	Holiday hours paid when Good Friday taken with scheduled time off...
All Corporate & Regional Office Employees	4.00 / 5.00 Hours
All Store, Warehouse, Maintenance & DTD Employees	0.0 Hours *Must take full PTO/VAC day

Table 4. Christmas Eve <i>(Holiday hours paid applies to Christmas Eve holiday + half-day worked or Christmas Eve holiday + half-day VAC/PTO)</i>	Holiday hours paid when holiday is observed on...	
	Mon - Fri	Sat
All Corporate & Regional Office Employees	4.00 / 5.00 Hours (Offices close at 12 p.m.)	n/a
All Store Employees	5.00 Hours (Stores close at 1 p.m.)	5.00 Hours (Stores close at 1 p.m.)
All Warehouse & Maintenance Employees	5.00 hours (Stores close at 1 p.m.)	n/a
DTD Distribution Center Employees	5.00 Hours	5.00 Hours* *If scheduled to work
DTD Office Employees	4.00 Hours	4.00 Hours* *If scheduled to work

The Company reserves the right at any time, to amend, modify, change, suspend, cancel or terminate this policy, in whole or in part.

Need assistance? Contact Human Resources if you have questions regarding holiday pay.