

**2013**  
**Holiday Schedule & Early Closings**  
**10 Paid Holidays for Eligible Employees**

<i>Day</i>	<i>Date</i>	<i>Holiday</i>	<i>Offices Closed - If "YES" do not report to work</i>	<i>Applies to Office locations</i>
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Tuesday	January 1	New Years Day	Yes	RI & Mass
Monday	February 18	Presidents Day	No	RI & Mass
Monday	April 15	Patriots Day	No	Mass Offices Only as a floating
Monday	May 27	Memorial Day	Yes	RI & Mass
Thursday	July 4	Independence Day	Yes	RI & Mass
Monday	August 12	Victory Day	No	RI Office Only as a floating holiday
Monday	Sept 2	Labor Day	Yes	RI & Mass
Monday	October 14	Columbus Day	No	RI & Mass
Monday	November 11	Veterans Day	No	RI & Mass
Thursday	November 28	Thanksgiving Day	Yes	RI & Mass
Wednesday	December 25	Christmas Day	Yes	RI & Mass

<i>Day</i>	<i>Date</i>	<i>Event</i>	<i>Early closing times</i>	<i>Office Locations</i>
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Wednesday	November 20	Day before Thanksgiving	3:00 PM (1/2 hr lunch break)	RI & Mass
Tuesday	December 24	Christmas Eve	2:00 PM (1/2 hr lunch break)	RI & Mass
Tuesday	December 31	New Years Eve	3:00 PM (1/2 hr lunch break)	RI & Mass

► If offices are not closed this is a FLOATING HOLIDAY FOR EMPLOYEES -Holiday's can be used that day , after the holiday passes or in the course of the year, but no later than 30 days from the Float Holiday and December 20, 2013. Employees must schedule this time with Managers/supervisors in advance

► Part time employees are not scheduled to work any holiday unless scheduled by your manager.

► Holiday's cannot be combined/taken with any other holiday or sick time in the same pay week

► Mangers/Supervisors need to staff accordingly prior to any approval

► See attached additional comments/policies on page 2 of 2

**Paid Vacation benefits is a benefit that is granted to eligible employees:**

Employees must be pre-approved by managers prior to any booking of vacation and is based on seniority and business needs. Vacation time must be scheduled and planned in advance. Please do not wait until year end, as your manager may not be able to accommodate your last minute request during our very busy holiday season

Note: If you do not use your time by the end of the year you will lose it.

Your vacation time will be posted on your check and will be reduced as taken. Please review beginning balances and reductions. Report any discrepancy to your Manager/Supervisor immediately.

**Webex:**

All Staff need to post their time vacation, sick/personal and Holiday on Webex- No more than 3 Managers/leaders can be out on any given day.

**Sick or personal time is a benefit that is granted to eligible employees:**

This is a company benefit which employees are encouraged to use for illness and emergencies **only**.

Please use your time when necessary.

No personal or sick time should be used in conjunction with vacation hrs. and/or holiday.

No personal or sick time should be used to replace a vacation day or holiday.

Note: you are not required to use all sick time in a calendar year. For any unused time remaining, you will be paid out at 50% in the following year during your employment.

Your Sick/Personal time will be posted on your check and will be reduced as taken. Please review beginning balances and reductions. Report any discrepancy to your Manager/Supervisor **immediately**.

**Vacation and/or sick/personal days/ and or Paid Award time can be taken for the current calendar year up to the 3RD Friday of December, 20th for 2013.**

**Time taken after this date will be applied to the following year beginning balances.**

**Holidays:**

Employees that are granted holidays will receive 10 days (see attached schedule). In order to get paid for the holiday you must work the day before and the day after unless you have prior approval from your manager/supervisor

All holidays must be taken in the current calendar year. If you have a float holiday you can substitute any day with prior approval from your supervisor. Holidays are not to be combined with a sick, personal or other holidays in the same pay week. However, they can be combined with vacation.

If you are not eligible for Holiday pay you should not be scheduled for work unless pre approved by manager

**Office closing prior to Holiday:**

If Liberty closes the office early prior to any Holiday and you have requested to use a vacation you will be docked for the hours/day you requested in full.

For those full time employees that have an earlier schedule you are entitled to leave earlier than the noted time. The time must be equal to the time off as others are scheduled to leave.

**Attendance and Punctuality:**

If you are unable to report to work at your scheduled time, you need to call your supervisor/manager within 30 minutes prior to your scheduled arrival time. Messages left with any other party are not acceptable.

You will be docked with no pay for late arrivals by the ¼ of the hour.

**Who do I ask a question to?**

If you have any questions about your time or attendance, first request and review with your Manager/Supervisor.

Managers/ Supervisors will address any questions by employees to the human resource department for further review.