

HOLIDAY SCHEDULE 2023

Summit Digital Solutions, Inc.

Effective January 1, 2023 - December 31, 2023

1. PURPOSE AND SCOPE

1. This Holiday Schedule ("Schedule") establishes the official paid company holidays for all full-time and eligible part-time employees of Summit Digital Solutions, Inc. ("Company") for calendar year 2023.

2. This Schedule applies to all Company offices and facilities within the United States and supersedes all previous holiday schedules and related communications.

2. OBSERVED HOLIDAYS

1. The Company will observe the following eleven (11) paid holidays during calendar year 2023:

Holiday	Date Observed	Day of Week
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New Year's Day	January 2, 2023	Monday
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Martin Luther King Jr. Day	January 16, 2023	Monday
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Presidents' Day	February 20, 2023	Monday
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Memorial Day	May 29, 2023	Monday
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Juneteenth	June 19, 2023	Monday
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Independence Day	July 4, 2023	Tuesday
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Labor Day	September 4, 2023	Monday
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Thanksgiving Day	November 23, 2023	Thursday
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Day After Thanksgiving	November 24, 2023	Friday
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Christmas Eve	December 22, 2023	Friday
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Christmas Day	December 25, 2023	Monday
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3. ELIGIBILITY AND COMPENSATION

1. Full-time employees are eligible for paid holiday time immediately upon hire.

2. Part-time employees working 20 or more hours per week are eligible for pro-rated holiday pay based on their standard weekly hours.
3. Temporary employees, contractors, and part-time employees working fewer than 20 hours per week are not eligible for paid holidays.
4. Eligible employees will receive their regular base pay rate for each observed holiday.

4. HOLIDAY POLICIES AND PROCEDURES

1. **Weekend Holidays**: When a designated holiday falls on a Saturday, it will typically be observed on the preceding Friday. When a designated holiday falls on a Sunday, it will typically be observed on the following Monday.
2. **Religious Accommodations**: Employees requiring alternative religious holiday observances may request accommodation through Human Resources pursuant to the Company's Religious Accommodation Policy.
3. **Essential Personnel**: Employees in essential operational roles may be required to work on designated holidays. Such employees will receive holiday premium pay at 1.5 times their regular hourly rate in addition to holiday pay.
4. **Remote Work**: Employees working remotely are eligible for the same holiday benefits as in-office employees, subject to their standard employment classification and eligibility requirements.

5. HOLIDAY PAY CALCULATIONS

1. **Regular Pay Rate**: Holiday pay will be calculated based on the employee's regular base pay rate as of the holiday date.
2. **Overtime Implications**: Holiday hours paid but not worked will not count as hours worked for overtime calculation purposes.
3. **Bonus and Commission**: Holiday pay does not include non-regular compensation such as bonuses, commissions, or overtime premiums.

6. ADDITIONAL PROVISIONS

1. **Holiday During PTO**: If a designated holiday occurs during an employee's scheduled paid time off (PTO), the holiday will not be counted against the employee's PTO balance.

2. ****Leave Status****: Employees on approved leave status (including FMLA, short-term disability, or military leave) will receive holiday pay in accordance with applicable Company policies and legal requirements.

3. ****Regional Variations****: Employees in locations outside the continental United States may observe different or additional holidays as required by local law or custom, as documented in location-specific addenda.

7. MODIFICATIONS AND UPDATES

1. The Company reserves the right to modify this Schedule at any time, with or without advance notice, subject to applicable law and business needs.

2. Any modifications will be communicated to employees through official Company channels and will be documented in updates to this Schedule.

8. APPROVAL AND EXECUTION

This Holiday Schedule has been reviewed and approved by Company leadership and is effective as of January 1, 2023.

APPROVED BY:

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Sarah Blackwell

Chief Operating Officer

Summit Digital Solutions, Inc.

Date: December 15, 2022

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Director, Human Resources

Summit Digital Solutions, Inc.

Date: December 15, 2022

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