

SUBJECT:	ORIGINATING DEPT:	SECTION:
<b>HOLIDAYS</b>	<b>HUMAN RESOURCES</b>	<b>TIME OFF</b>
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APPROVED BY: Legal	PAGES: 3	

## I. POLICY/PURPOSE

It is the policy of the Company to observe holidays each calendar year as determined by management. Eligible Associates receive a day off with pay for each holiday observed. Paid holidays are provided so that eligible Associates may take time off with pay in order to be with family and friends.

## II. ASSOCIATES COVERED BY THE POLICY

All full-time and part-time non-union, hourly, salaried exempt, and salaried non-exempt Associates of the Company, are covered by this Policy unless sector requirements differ.

## III. RESPONSIBILITY FOR ADMINISTRATION

The Human Resources, Payroll, and all levels of management are responsible for the administration of this Policy.

## IV. PROCEDURES

### A. Eligibility

1. **Compass Corporate, Foodbuy, and Regional Offices** - All full-time and part-time salaried exempt and salaried non-exempt Associates are eligible for holiday pay for the designated holidays. There is no waiting period to be eligible for holiday pay for the designated holidays.

**Salaried Exempt and Non-Exempt Associates, Other Than Compass Corporate, Foodbuy, and Regional Offices** – All full-time and part-time salaried exempt and salaried non-exempt Associates are eligible for holiday pay for the designated holidays following thirty (30) calendar days of continuous employment from the date of employment (31<sup>st</sup> day).

**NOTE:** Holiday schedules and observed holidays may vary based on the business sector and/or client requirements.

2. **Canteen, Chartwells K-12, Eurest, and Flik** - All full-time and part-time non-union hourly Associates are eligible for holiday pay following ninety (90 days) of continuous employment (91<sup>st</sup> day).

**NOTE:** Holiday schedules and observed holidays may vary based on the business sector and/or client requirements.

4. **Chartwells Higher Ed (“Hi Ed”) and Flik Independent Schools (“FIS”)** - All full-time non-union hourly Associates are eligible for holiday pay following ninety (90 days) of continuous employment (91<sup>st</sup> day).

**NOTE:** Holiday schedules and observed holidays may vary based on the business sector and/or client requirements.

## **B. Observed and Paid Holidays**

The number of paid holidays for eligible Associates varies based on sector, Corporate, and Regional offices practices. Holidays observed and holiday schedules vary based on the business sector and/or client requirements; both salaried and hourly Associates may observe holidays on days other than the normal observance. Holidays will be posted on the Associate bulletin board. **Refer to the Sector Handbook Supplements for the number of holidays observed by sector and the normally observed holidays by sector.**

## **C. Holiday Scheduling**

Holidays will generally be observed on the nationally recognized date. In the event that the holiday falls on Saturday or Sunday it will generally be observed on a Friday or Monday. Associates working in seven (7) day operations may have holidays scheduled on days other than as described above. However, the determination of when the holiday will be observed is the mutual responsibility of the Manager and the Associate and it should be observed within thirty (30) calendar days of the holiday.

## **D. Holiday Pay**

1. **Non-union, hourly Associates and salaried non-exempt Associates:** Holiday pay is based on the average hours worked\* by an Associate and the Associate's straight time pay rate at the time the holiday is observed.

**\*Definition of average hours worked:** Average hours worked is used in the computation of holiday pay. It is defined as the total number of hours worked in the previous ninety (90) days divided by the total number of days worked in the previous ninety (90) days. An eight (8) hour cap applies for a regularly scheduled eight (8) hour shift; ten (10) hour cap for a regularly scheduled ten (10) hour shift; and twelve (12) hour cap for a regularly scheduled twelve (12) hour shift. If the Associate has not worked in the previous ninety (90) days, then the number of hours worked on the Associate's last day worked will be used.

2. **Commissioned Holiday Pay Calculation** – Average hours per day is calculated as the pay earned in the previous month divided by 20. The maximum value for the average hours per day will be eight (8) hours.
3. Associates employed in the field must work the scheduled day before and the scheduled day after the holiday to be eligible to receive holiday pay.
4. If an Associate is required to work on a Company observed holiday, the Associate will receive holiday pay plus pay for all hours worked on the holiday.
6. When a call-in occurs on a named holiday, the called-in Associate will be paid a minimum of **four (4)** hours at the Associate's regular rate of pay, in addition to the holiday pay. Only time actually worked will be counted as working time for purposes of calculating overtime.
7. If a holiday occurs while an Associate is on vacation, the Associate will not be required to use vacation on the designated day.

8. If an Associate is on an approved Leave of Absence, there will be no payment for holidays that occur while on the Leave.
9. Associates who resign, or are otherwise separated from the Company, will not be eligible for holiday benefits occurring after their separation from employment.
10. Holiday time taken is not considered time worked for the purposes of calculating overtime.

**E. Associate Status Change**

Any change from holiday ineligible status to holiday eligible status will result in the Associate being immediately eligible for holiday pay. Similarly, any change from holiday eligible status to holiday ineligible status will result in the Associate being immediately ineligible for holiday pay.

**F. Exceptions to This Policy**

Exceptions to this Policy will be granted only for compelling business reasons. Approval for any deviations must be received from both the Division President and the Sr. VP of Human Resources.

**Federal, State, and Local Laws & Regulations:** Where federal, state, or local laws & regulations provide for more stringent regulations regarding holiday benefits, the regulations will supersede Company policy and the Company will adhere to such regulations.

**End of Policy**