

<i>EAST PENN MANUFACTURING CO., INC.</i>			
EAST PENN POLICIES AND PROCEDURES MANUAL			
Revision No.:	Effective Date: 10/1/2021	Page 1 of 1	Change #
Approved By: Robert D. Harrop		Document No.: EPPM\PERS\NAVITAS	

Holidays

The Company provides paid holidays to regular full-time regular Employees on:

- New Year's Day
- Independence Day
- Thanksgiving Day & Thanksgiving Friday
- Memorial Day
- Labor Day
- Christmas Eve & Christmas Day

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. In order to be eligible to receive holiday pay, Employees are required to work the regularly scheduled hours the workday preceding and the workday following the holiday unless on a pre-approved absence. If an Employee is absent the day before or after a holiday, that Employee will receive his or her holiday pay only if he or she was ill or injured and can provide written medical verification of the illness or injury.

Full-time regular Employees must be employed at least 30 days prior to the holiday and will receive their regular rate of pay for each paid holiday. In the event that a holiday observed by the Company falls within a scheduled vacation period, the Employee will be granted an additional day of vacation. Regular Part-time Employees and Temporary & Contract Employees will be paid for actual hours worked; Regular Part-time Employees and Temporary & Contract Employees are not eligible for paid holidays.

The holiday schedule will be posted annually as to the specific days that the Company will be closed.

Record of Revisions

Revision #	Revision Date	Description