



Holiday Policy for Salaried Employees

1.0 PURPOSE

- 1.1 To provide an established uniform observance and administration of scheduled holidays.

2.0 SCOPE

- 2.1 This policy applies to salaried employees at PCA (exempt and non-exempt).

3.0 POLICY

- 3.1 Prior to the beginning of each calendar year, a schedule of paid holidays for the upcoming year will be issued to all PCA locations by the Corporate Compensation Department. Each location is responsible for publishing the holiday schedule for their employees.
- 3.2 Any deviation from the approved holiday schedule by an individual location requires the advance written approval of the Corporate Compensation Department.
- 3.3 In the event of a pressing business need, a location may require employees to work the day of a scheduled holiday. In this instance, employees impacted by the business decision will be permitted to schedule an alternative day off with pay to compensate for the missed holiday.
- 3.4 Additional discretionary holidays may be scheduled for the upcoming year by the Corporate Compensation Department.
- 3.5 Holidays will be paid in the normal payroll cycle.
- 3.6 If a holiday occurs while an employee is on a leave of absence—irrespective of whether the leave is paid or unpaid—the employee will not receive holiday pay.
- 3.7 A holiday that occurs during an employee's scheduled vacation is considered a holiday and not a vacation day.

Revised April 2024