



iLEAD ONLINE

Full-Time and Part-Time Hourly Employee Holiday Benefit Policy

Board Approved : March 16, 2023

The following is our company's holiday benefit policy that outlines all the days of the year that we acknowledge and observe as holidays. iLEAD Online ("iLEAD") will close its doors on these days and employees are expected to comply by not working. Work done on a day that falls on an observed holiday will only be approved when the work is absolutely necessary to perform vital job functions related to the needs of the organization such as payroll information submission, state reporting, or any urgent matters that cannot be delayed until after the holiday.

Holiday Benefit Policy Effective July 1, 2023 through June 30, 2024

Eligibility

Exempt salaried employees who have worked for iLEAD for at least 90 days are eligible to receive holiday pay.

Non-exempt hourly employees who are classified as regular, full-time or part-time employees and who have worked for iLEAD for at least 90 days are eligible to receive holiday pay.

Hourly full-time employees will receive their normal rate of pay for holidays identified by iLEAD and set forth on a schedule issued by Employee Services annually.

Hourly eligible part-time employees will receive holiday pay on a prorated basis (paid at the rate of hours that would have normally been worked on that particular day of the week).

If a recognized holiday falls during an unpaid leave of absence, no pay will be given for the Holiday.

Paid Holiday

iLEAD recognizes the following paid holidays each year:

- New Year's Day (1/1)
- Martin Luther King Day (1/15)
- Presidents' Day (2/19)
- Memorial Day (5/27)
- Juneteenth (6/19)



- Independence Day (7/4)
- Labor Day (9/4)
- Veterans' Day (11/10)
- Thanksgiving Holiday (11/23 & 11/24)
- Christmas (12/25)

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

Procedures

The following conditions apply to iLEAD's holiday benefit policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at an individual employee's base rate of pay.
- If an employee is scheduled to work on a holiday, the employee will be paid his or her regular rate of pay plus holiday pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
- An employee must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay.

Religious Holidays

Apart from observed state and national holidays, some employees may observe separate religious holidays. Employees may take unpaid time off for observed religious holidays, unless such an arrangement will cause undue hardship to our company.