# Monarchs Holiday Policy

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## Policy Brief & Purpose

Our company holiday policy outlines the days our company acknowledges as holidays and provides relevant guidelines for holiday days off.

## Scope

This policy applies to all our employees.

*Policy Elements*

Our company observes the following holidays:

- *New Year's Day*
- *Easter Sunday*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Thanksgiving Day*
- *Christmas Day*

These holidays are considered "off-days" for most employees, unless a particular department or branch of our company must operate during these days.

**Working on a holiday**
Whenever working on holidays becomes necessary, we will:

- Inform employees at least one week in advance, if they're expected to work on a holiday.
- Pay non-exempt employees their regular hourly rate with a premium. If non-exempt employees are required to work overtime, they will be paid the established overtime rate for extra hours worked.
- Offer exempt employees an additional day off to be taken within 12 months after the holiday.

We will/ won't count hours employees worked on a holiday to decide whether an employee is entitled to overtime pay or to calculate the overtime amount due.

**Religious Holidays**
Apart from observed state and national holidays, some employees may observe separate religious holidays. In the spirit of anti-discrimination practices, we will allow employees to take unpaid time off for a religious holiday, unless such an arrangement will cause undue hardship to our company.