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| PAID HOLIDAYS | | | | NO. 452 | |
| POLICY:  It is the policy of Winning Wheels, Inc., that we observe the following holidays each year:  New Year's Day  Memorial Day  Independence Day  Labor Day  Thanksgiving Day  Christmas Day  PROCEDURE:   * To be eligible for holiday pay, you must work your scheduled days immediately before and after the holiday. Generally, if a holiday falls on a Sunday, it will be observed on the following Monday. If it falls on a Saturday, it will be observed on the preceding Friday. * Employees who work on a holiday will be paid for the time worked at the rate of one and one half (1 & 1/2) times the base rate. * If a paid holiday falls during the time an employee is suspended or on probation, they are not eligible for holiday pay. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:    1 of 1 |