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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 DayMemorial DayIndependence DayLabor DayThanksgiving DayChristmas DayPROCEDURE:* 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.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page:  1 of 1 |