

2022 Holiday Schedule

Gentex Optics, Inc.

At EssilorLuxottica, we provide a Total Rewards package which includes time off that you can spend with your friends and family. The list below shows the holidays and dates that our Gentex Optics, Inc. facilities will observe. Please mark your calendars!

HOLIDAY	8 Hour Non-Manufacturing	8 and 12 Hour Manufacturing
New Year's Day	Monday, January 3	Saturday, January 1
Presidents' Day	Monday, February 21	Monday, February 21
Easter Day	N/A	Sunday, April 17
Memorial Day	Monday, May 30	Monday, May 30
Independence Day	Monday, July 4	Monday, July 4
Labor Day	Monday, September 5	Monday, September 5
Thanksgiving	Thursday, November 24	Thursday, November 24
Day After Thanksgiving	Friday, November 25	N/A
Christmas Eve	Friday, December 23	Saturday, December 24
Christmas Day	Monday, December 26	Sunday, December 25
New Year's Eve	Friday, December 30	Saturday, December 31

Paid Holidays

- Management employees who work on a holiday can take their paid holiday up to 60 days after the actual holiday with supervisor approval.
- To qualify for holiday pay, employees must work their scheduled day before and after the holiday without any attendance occurrences. If an employee arrives to work 7 or more minutes after the scheduled start time the day before or after the holiday, they will no longer be eligible to receive holiday pay. If an employee is sick on their scheduled day before or after the holiday, a doctor's note is required when returning to work in order to be paid.
- Full-time employees receive eight/twelve hours pay for each holiday. Part-time employees receive four/six hours pay for each holiday. Casual, seasonal, and temporary employees do not qualify for holiday pay.
- Holidays cannot be entered while an employee is on a leave of absence.

Plant Shutdowns

July Shut Down Schedule

Molding A/D shift will begin shutdown on Saturday, July 2, 2022 at the end of D shift.

Molding A/D shift will not be working on Sunday, July 3, 2022.

QC & Coating A/D shift will begin shutdown on Saturday, July 2, 2022 at the end of A shift.

QC & Coating D shift will not work on Saturday, July 3, 2022.

Start Up

Molding A/D shift will start-up on Friday, July 8, 2022.

Coating & QC A shift will not work on Friday, July 8, 2022.

Coating & QC D shift will begin on Friday, July 8, 2022.

All 12 hour shifts will need to save 2 days of vacation for this shutdown.

All 8 hour employees will use 4 days' vacation. The dates are July 5th, July 6th, July 7th, and July 8th.

November Shut Down Schedule

Molding A/D shift will begin shutdown on Saturday, November 19, 2022 at the end of D shift.

Molding A/D shift will not be working on Sunday, November 20, 2022.

QC & Coating A shift will begin shutdown on Sunday, November 20, 2022 at the end of A shift.

QC & Coating D shift will not work on Sunday, November 20, 2022.

Start Up

Molding A/D shift will start-up on Friday, November 25, 2022.

Coating & QC A shift will not work on Friday, November 25, 2022.

Coating & QC D shift will begin on Friday, November 25, 2022.

All 12 hour shifts will need to save 2 days of vacation for this shutdown.