

2022 Holiday Schedule

Puerto Rico Lab Operations

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 MGM facility will observe. Please mark your calendars!

HOLIDAY	DATE (observed)
New Year's Day	Saturday, January 1
Epiphany	Thursday, January 6
Good Friday	Friday, April 15
Independence Day	Monday, July 4
Constitution Day	Monday, July 25
Thanksgiving	Thursday, November 24
Day After Thanksgiving	Friday, November 25
Christmas Day	Monday, December 26
Diversity Day	Determined by employee

Paid Holidays

- Essilor employees scheduled full-time on a holiday, will be paid regular working hours plus 8 hours for the holiday (4 hours for part-time employees).
- To qualify for holiday pay, employees must work their full scheduled shift the day before and after the holiday without any attendance occurrences. 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 hours pay for each holiday. Part-time employees receive four 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.

Diversity Day

- Diversity Days, intended as floating holidays, may be used anytime throughout the year and do not carry over.
- Diversity Days are granted based upon an employee's status as of January 1, 2022. For example, if an employee is full-time on January 1, they will be granted eight hours of pay. If an employee is part-time on January 1, they will be granted four hours of pay. Note: If an employee has a status change during the course of the year, the Diversity Day hour allotment cannot be modified to be more or less.
- Diversity Days can be used while in the waiting period of a leave of absence.
- Employees are eligible for two Diversity Days if hired prior to July 1, 2022, and one Diversity Day if hired between July 1st and September 30th. Employees hired after September 30, 2022 are not eligible for a 2022 Diversity Day.