

2023 Holiday Schedule

CSC, ROC, FHR, Wholesale and Field Management

At EssilorLuxottica, we provide a Total Rewards package which includes time off that you can spend with your friends and family. Read below to see the 2023 Holiday Schedule!

All full-time and part-time CSC, Wholesale, Foothill Ranch, Field Management, EOA Corporate/Shared Services, and Transitions employees receive 10 paid Holidays in 2023 including a Diversity Day (also known as a floating holiday). Note that there are different holiday schedules for operations, store, and Puerto Rico employees; these schedules are distributed separately.

HOLIDAY	DATE (Observed)
New Year's Day	Monday, January 2 (observed)
Presidents' Day*	Monday, February 20
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Thanksgiving	Thursday, November 23
Day After Thanksgiving	Friday, November 24
Christmas Eve	Friday, December 22 (observed)
Christmas Day	Monday, December 25
Diversity Day	Determined by Employee

* Legacy Essilor Customer Service team and ROC employees will not observe President's Day; instead they will receive a second Diversity Day.

Paid Holidays

- EssilorLuxottica Field Management employees who work on a holiday can take their paid holiday up to 60 days after the actual holiday with supervisor approval.
- EssilorLuxottica Call Center employees have up to 120 days after the actual holiday to take their paid holiday with supervisor approval.
- EssilorLuxottica 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 scheduled day before and after the holiday. 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 and part-time employees receive four hours pay for each holiday. Casual, seasonal, and temporary employees do not qualify for holiday pay (unless otherwise specified by local policy).
- Holidays cannot be entered while an employee is on a leave of absence.

Diversity Day

- Employees hired prior to July 1, 2023, are eligible for a 2023 Diversity Day.
- The Diversity Day, intended as a floating holiday, may be used anytime throughout the year, and does not carry over.
- Diversity Days are granted based upon an employee's status as of January 1, 2023. For example, if an employee is full-time on January 1, they will be granted eight hours of pay (unless otherwise specified by local policy). 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.
- A Diversity Day can be used during the waiting period of a leave of absence.

Additional Notes:

- Please check with your supervisor before scheduling time off.
- Any unused holidays, including Diversity Days, are not paid out upon termination.