

2023 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 2	Sunday, January 1
Presidents' Day	Monday, February 20	Monday, February 20
Easter Day	N/A	Sunday, April 9
Memorial Day	Monday, May 29	Monday, May 29
Independence Day	Tuesday, July 4	Tuesday, July 4
Labor Day	Monday, September 4	Monday, September 4
Thanksgiving	Thursday, November 23	Thursday, November 23
Day After Thanksgiving	Friday, November 24	N/A
Christmas Eve	Friday, December 22	Sunday, December 24
Christmas Day	Monday, December 25	Monday, December 25
New Year's Eve	Friday, December 29	Sunday, 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, all 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 8 hour employees receive eight hours pay for each holiday. Full-time 12 hour employees receive holiday pay as follows: if the holiday falls on a day, which is scheduled as a shift work day, the employee receives 12 hours pay for the holiday. If the holiday for a 12 hour employee falls on a day that is not a scheduled work day, the employee will receive 8 hours holiday pay.
- 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.

Plant Shutdowns

August Shut Down Schedule

Molding B/C shift will begin shutdown on Tuesday August 1, 2023 at the end of C shift.

Molding B/C shift will not be working on Wednesday August 2, 2023.

QC & Coating B/C shift will begin shutdown on Wednesday August 2, 2023 at the end of B shift.

QC & Coating C shift will not work on Wednesday August 2, 2023.

Start Up

Molding B/C shift will start-up on Thursday August 10, 2023.

Coating & QC B shift will not work on Thursday August 10, 2023.

Coating & QC C shift will begin on Thursday August 10, 2023.

All 12 hour shifts will need to save 4 days of vacation for this shutdown.

Additional Notes:

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