

# 2023 Holiday Schedule

## 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 Rx Operations (RxO), Luxottica North America Distribution (LNAD), Nassau OOGP, Partner Labs, ELOA Operations, and Supply Chain facilities will observe. Please mark your calendars!

HOLIDAY	DATE (Observed)
New Year's Day	Sunday, January 1**
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Thanksgiving	Thursday, November 23
Christmas Eve***	Sunday, December 24*
Christmas Day	Monday, December 25
Diversity Day	Two Days Determined by Employee

\* If your location does not operate 24x7, a holiday falling on a Saturday will be observed on a Friday and a holiday falling on a Sunday will be observed on a Monday.

\*\* RXO: Evening shift will observe New Year's Day on New Year's Eve night (12/31) and day shift will observe on New Year's Day (1/1).

\*\* ELOA: New Year's Holiday will be observed on Monday, January 2, 2023 for labs that do not operate 24x7.

\*\*\* In lieu of observing the Christmas Eve holiday on Sunday, December 24, all RxO Non-integrated & Integrated Labs will instead observe this holiday on Friday, November 24. Note that this change does not impact Legacy Luxottica Labs, Industrial Labs or PLG labs.

### Paid Holidays

- Luxottica RxO Management employees who work on a holiday can take their paid holiday up to 60 days after the actual 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 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 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.
- Employees are eligible for two Diversity Days if hired prior to July 1, 2023, and one Diversity Day if hired between July 1<sup>st</sup> and September 30<sup>th</sup>. Employees hired after September 30, 2023, are not eligible for a 2023 Diversity Day.
- Diversity Days 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.