

# 2023 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)
<b>New Year's Day</b>	Sunday, January 1
<b>Epiphany</b>	Friday, January 6
<b>Good Friday</b>	Friday, April 7
<b>Independence Day</b>	Tuesday, July 4
<b>Constitution Day</b>	Tuesday, July 25
<b>Thanksgiving</b>	Thursday, November 23
<b>Day After Thanksgiving</b>	Friday, November 24
<b>Christmas Day</b>	Monday, December 25
<b>Diversity Day</b>	Determined by employee

### Paid Holidays

- 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 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 of holiday pay. Part-time employees receive four hours of holiday pay. 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 carryover
- 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.
- Employees are eligible to for two Diversity Days if hired prior to July 1, 2023, and one Diversity Day if hired between July 1st and September 30th. Employees hired after September 30, 2023, are not eligible for a 2023 Diversity Day.

### Additional Notes:

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