

# 2023 Holiday Schedule

## Puerto Rico

At EssilorLuxottica, we provide a compelling Total Rewards package that has many benefits and perks, including 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 employees receive nine paid holidays, including a Diversity Day (also known as a floating holiday) after 30 days of service. The paid holidays in 2023 are as follows:

HOLIDAY	DATE
New Year's Day	Monday, January 2 (observed)
Epiphany	Friday, January 6
Good Friday	Friday, April 7
Easter Sunday	Sunday, April 9
Mother's Day	Sunday, May 14
Father's Day	Sunday, June 18
Thanksgiving	Thursday, November 23
Christmas Day	Monday, December 25
Diversity Day	Determined by Employee

### Paid Holidays

- Employees who work on a holiday can take their paid holiday up to 60 days after the actual holiday with supervisor approval.
- Full-time employees receive eight hours of holiday pay. Part-time employees receive four hours of holiday pay.
- Employees who work Good Friday and/or Easter will receive time and on-half for hours worked.
- Casual, seasonal, and temporary employees do not qualify for holiday pay and Diversity Day pay.
- 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.
- Holidays cannot be entered while an employee is on a leave of absence.
- Election Day is not a paid EssilorLuxottica Holiday. Employees may use their Diversity Day to take paid time off on that day.

### Diversity Day

- 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. If an employee is part-time on January 1, they will be granted four hours of pay.
- The Diversity Day, intended as a floating holiday, may be used anytime throughout the year, and does not carry over.
- 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 Day, are not paid out upon termination.