

# 2023 Holiday Schedule

Specialty Lens, 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 Specialty Lens, Inc. facilities will observe. Please mark your calendars!

HOLIDAY	DATE (Observed)
New Year's Day	Monday, January 2 (observed)
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	Monday, December 25 (observed)
Christmas Day	Tuesday, December 26 (observed)
Diversity Day	Observed during Employee's Birth Month
Diversity Day	Pioneer Day (observe between Jul 24-Dec 31)

## Paid Holidays

- 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 arrives to work 6 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 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

- The Diversity Days do not carry over to the next year.
- 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 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 Days, are not paid out upon termination.