

2023 Holiday Schedule

Optical and Sun Retail

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 U.S. Holiday Schedule.

HOLIDAY	DATE
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 Day	Monday, December 25

The table below shows the number of holidays and Diversity Days each eligible employee receives.

COMPLETED CONTINUOUS YEARS OF SERVICE AS OF 1/1/2023	NUMBER OF HOLIDAYS	DIVERSITY DAYS
7 years or more	6	3
5 to 6 years	6	2
1 to 4 years	6	1

Paid Holidays

All full-time and part-time Optical and Sun retail employees are eligible to receive six paid holidays per year after the first 30 days of service. Please check with your supervisor before scheduling time off.

- 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, 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 and Diversity Day pay.
- Holidays cannot be entered while an employee is on a leave of absence.

Diversity Day

Employees are also eligible for up to three paid Diversity Days (also known as floating holidays) during the year based on their complete, continuous years of service. Please get proper approval from your supervisor before scheduling your time off.

- 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.
- Diversity Days, intended as floating holidays, may be used anytime throughout the year and do not carryover.
- A Diversity Day can be used during the waiting period of a leave of absence.

Additional Notes:

- Puerto Rico employees, please see the Puerto Rico Holiday Schedule.
- Please check with your supervisor before scheduling time off.
- Any unused holidays are not paid out upon termination.