

2024 Holiday Schedule

Corporate/Shared Services, Field Management, FHR, Professional Solutions, ROC, Transitions, and Vision Associates

At EssilorLuxottica, we provide a Total Rewards package which includes time off that you can spend with your friends and family. Read below to see the 2024 Holiday Schedule!

All full-time and part-time Corporate/Shared Services, Field Management, Foothill Ranch, Professional Solutions, ROC, Transitions, and Vision Associates employees receive 10 paid Holidays in 2024 including a Diversity Day (also known as a floating holiday). Note that there are different holiday schedules for operations, store, and Puerto Rico employees; these schedules are distributed separately.

HOLIDAY	DATE (Observed)
New Year's Day	Monday, January 1
Presidents' Day*	Monday, February 19
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Thanksgiving	Thursday, November 28
Day After Thanksgiving	Friday, November 29
Christmas Eve	Tuesday, December 24
Christmas Day	Wednesday, December 25
Diversity Day	Determined by Employee

* Legacy Essilor Customer Service team and ROC employees will not observe President's Day; instead they will receive a second Diversity Day.

Paid Holidays

- EssilorLuxottica Field Management employees who work on a holiday can take their paid holiday up to 60 days after the actual holiday with supervisor approval.
- EssilorLuxottica Call Center employees have up to 120 days after the actual holiday to take their paid 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 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.
- Full-time employees receive eight hours pay and part-time employees receive four hours pay for each holiday. Casual, seasonal, and temporary employees do not qualify for holiday pay (unless otherwise specified by local policy). Casual, seasonal, and temporary employees do not qualify for diversity days.
- Holidays cannot be entered while an employee is on a leave of absence.

Diversity Day

- Employees hired prior to July 1, 2024, are eligible for a 2024 Diversity Day.
- The Diversity Day, 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, 2024. 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.

Additional Notes:

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