

# 2024 Holiday Schedule

Gentex Optics, 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 Gentex Optics, Inc. facilities will observe. Please mark your calendars!

HOLIDAY	8 Hour Non-Manufacturing	8 and 12 Hour Manufacturing
<b>New Year's Day</b>	Monday, January 1	Monday, January 1
<b>Presidents' Day</b>	Monday, February 19	Monday, February 19
<b>Easter Day</b>	N/A	Sunday, March 31
<b>Memorial Day</b>	Monday, May 27	Monday, May 27
<b>Independence Day</b>	Thursday, July 4	Thursday, July 4
<b>Labor Day</b>	Monday, September 2	Monday, September 2
<b>Thanksgiving</b>	Thursday, November 28	Thursday, November 28
<b>Day After Thanksgiving</b>	Friday, November 29	N/A
<b>Christmas Eve</b>	Tuesday, December 24	Tuesday, December 24
<b>Christmas Day</b>	Wednesday, December 25	Wednesday, December 25
<b>New Year's Eve</b>	Tuesday, December 31	Tuesday, December 31

## Paid Holidays

- Management 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, all employees must work their scheduled day before and after the holiday without any attendance occurrences. If an employee arrives to work 7 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 8-hour employees receive eight hours pay for each holiday. Full-time 12-hour employees receive holiday pay as follows: if the holiday falls on a day, which is scheduled as a shift workday, the employee receives 12 hours pay for the holiday. If the holiday for a 12-hour employee falls on a day that is not a scheduled workday, the employee will receive 8 hours holiday pay.
- 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.

## August Shut Down Schedule

Molding, Coating, QC and Wafer Cutting & Forming will shut down at the end of C shift on Sunday August 4th

Molding, Coating, QC, and Wafer Cutting & Forming will start- up on Sunday August 11th at the beginning of A shift

*All 12-hour shifts will need to save 3 days of PTO for this shutdown.*

## Additional Notes:

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