

# 2024 Holiday Schedule

Logistics/Operations/NASSC

Atlanta, Columbus, and Dallas

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 Logistics/Operations employees will receive 9 paid Holidays in 2024, which includes two Diversity Days of your choosing.

HOLIDAY	DATE (Observed)
<b>New Year's Day</b>	Monday, January 1
<b>Memorial Day</b>	Monday, May 27
<b>Independence Day</b>	Thursday, July 4
<b>Labor Day</b>	Monday, September 2
<b>Thanksgiving</b>	Thursday, November 28
<b>Christmas Eve</b>	Tuesday, December 24
<b>Christmas Day</b>	Wednesday, December 25
<b>Diversity Day</b>	Two Days Determined by Employee

## Paid Holidays

- EssilorLuxottica Management employees who work on a holiday can take their paid holiday up to 60 days after the actual holiday with supervisor approval.
- EssilorLuxottica employees scheduled full-time on a holiday, will be paid regular working hours plus eight hours for the holiday (four hours for part-time employees).
- 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.
- Holidays cannot be entered while an employee is on a leave of absence.

## Diversity Day

- Employees are eligible for two Diversity Days if hired prior to July 1, 2024, and one Diversity Day if hired between July 1st and September 30th. Employees hired after September 30, 2024, are not 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.

**EssilorLuxottica**