

# 2024 Holiday Schedule

## Rx Operations

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 Rx Operations employees (including functional Rx Operations (Strategy, Supply Chain, Quality, Engineering, Projects, Contact Lenses, EH&S) receive 9 paid Holidays in 2024 including 1 Diversity Day.

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>Day After Thanksgiving</b>	Friday, November 29**
<b>Christmas Eve</b>	Tuesday, December 24
<b>Christmas Day</b>	Wednesday, December 25
<b>Diversity Day (1)</b>	Determined by Employee

\* RXO: Evening shift will observe New Year's Day on New Year's Eve night (12/31) and day shift will observe on New Year's Day (1/1).

\* ELOA: New Year's Holiday will be observed on Monday, January 1, 2024 for labs that do not operate 24x7.

\*\* In lieu of observing the Day After Thanksgiving holiday on Friday, November, 29, RxO Atlanta, Bell Columbus, North Creek, and RxO Lockbourne will instead observe a second Diversity Day to be determined by employee.

### Paid Holidays

- EssilorLuxottica RxO 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 8 hours for the holiday (4 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 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.