

-Paid Holidays & Holiday Pay-

Regular full-time employees are entitled to the following paid holidays observed by

Michigan Gutters Inc.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

The following conditions apply to Michigan Gutters Inc's holiday pay policy:

- An employee must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay.
- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at an individual employee's base rate of pay.
- If an employee is scheduled to work on a holiday, the employee will be paid his or her regular rate of pay plus eight hours of holiday pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays will not be paid if an employee is absent due to an injury covered by workers compensation.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
- If a holiday falls on a Saturday or Sunday MGI will identify a day the week prior or the week after that the holiday will be observed.