

## **Holiday Pay**

VistaConnections observes the following days as Company paid holidays for full-time personnel. Management reserves the right to designate when days will be observed as applicable for your particular position with the Company. If you are requested to work on a company-observed holiday, you will be paid your regular rate of pay for all hours worked and will be scheduled for another day off with pay. Employees who are on a leave of absence status should have no expectation of receiving Company-paid holidays. Employees who are scheduled to work and work their entire scheduled day the day preceding as well as the day following a Company-paid/observed holiday will receive Holiday Pay.

NEW YEAR'S DAY  
MEMORIAL DAY  
INDEPENDENCE DAY  
LABOR DAY  
THANKSGIVING DAY  
CHRISTMAS DAY

## **Floating Holidays**

In addition to the named holidays above, full-time employees receive two (2) floating holidays. The Company may designate one or two of these floating holidays so as to provide eligible employees with an extended weekend by combining it with a company-observed holiday. The remaining floating holiday(s) may be used by eligible employees to lengthen paid time off, to meet personal needs, or to celebrate ethnic and religious holidays. Floating holidays may not be carried over from year-to-year.