



## La Posada Providencia's PAID HOLIDAY POLICY

At La Posada Providencia (the “Company”) we all work hard to contribute to the success of the Company, each in different capacities. In an effort to recognize everyone’s contributions and create a well-balanced life, we have created a Paid Holiday Policy to provide employees the benefit of spending holidays with their family.

### *Holidays*

The Company grants holiday time off to all eligible regular, full-time employees according to the holidays listed below:

- New Year’s Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- President’s Day (third Monday in February)
- Good Friday (the Friday before Easter)
- Memorial Day (last Monday in May)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran’s Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless the employee is out as a result of a pre-approved vacation request.

If a recognized holiday falls during an eligible employee’s pre-approved vacation, holiday pay will be provided instead of the vacation time off benefit that would otherwise have applied.

All paid time off as outlined in this policy is paid at the employee’s base pay rate at the time PTO was taken and only for the exact amount of hours absent. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.