

## **US Paid Holidays**

- CBE is closed on the following days:
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Eve Day
  - Christmas Day
  - Culture Holiday (floating holiday)
- *(NOTE: Due to client requirements, Customer Solutions may require staffing on these holidays and the days will be considered "business as usual")*
- When any of the above-listed holidays fall on a weekend, it will be reviewed and announced how the holiday will be observed. Employees should consult their supervisors regarding CBE's designation of holidays falling on weekends.

### **3P Ops (Non-Government) Associates**

- Holiday time automatically posts to employee timecards at the beginning of the pay period.
- If an employee does not work their scheduled hours the day before or the day after the holiday, the employee will not receive pay for the holiday.

### **3P Ops New Hires within 90 days of Hire (not including SCA employees)**

- New hires within their first 90 days of employment are not eligible to receive holiday pay
- The holiday is posted to the employee's timecard (to the far right the number of hours will not display)

### **Government (SCA) Ops Associates Only**

- Holiday time automatically posts to employee timecards at the beginning of the pay period.
- The SCA holiday calendar is decided every year; visit CBE Online (CBE Calendars) to view the most recent Holiday calendar.

### **Customer Solutions Associates**

- If the employee works the holiday, they will receive time-and-a-half (Christmas is double-time)
- Holiday time must be added manually for each holiday observed
- If an employee does not work their scheduled hours the day before or the day after the holiday the employee will not receive pay for the holiday (only when observing holiday is not worked).
- When a holiday falls on a day that is not part of an employee's normal work schedule, the employee will not receive holiday pay.
- See management for other department-specific holiday rules

### **Holiday Call-Out**

- If an hourly Associate calls out unscheduled the day before/after a holiday, dock time will be logged for the hours missed and points will accrue (according to the regular point schedule)