



## **BIRTHDAY HOLIDAY (EFFECTIVE JANUARY 1, 2020)**

The Company strives to recognize the individual qualities of each of its employees and offer opportunities to commemorate birthdays outside of work. Therefore, in addition to the observed holidays which the Company may be closed, all full-time employees who have completed the 90-day introductory period are eligible for a paid birthday holiday each calendar year to celebrate their special day. This holiday must be taken within a two-week period before or after the employee's birthday. Employees are asked to provide at least two weeks' notice when scheduling a birthday holiday. All time off requests must have management approval and must be scheduled at the convenience of the department. Managers will use discretion in approving or denying time off based on the business needs of the company.