

## BMS 2023 Holidays

The Company will recognize the following holidays in 2023:

New Year's Day	Monday, January 2
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Thanksgiving	Thursday, November 23
Christmas	Monday, December 25
<i>New Year's Day 2024</i>	<i>Monday, January 1, 2024</i>

Holiday Policies from the BMS Employment Manual, Section 6.2:

Only hourly, full-time employees will be compensated based on an 8-hour day. Employees are eligible for holiday pay after 90 days of continuous employment.

If the employee works on the holiday, the employee shall receive the holiday pay (8 hours) plus the hours worked for that day.

For purpose of computing overtime pay, hours not worked such as holiday will not be counted towards computing overtime hours. Per company policy overtime pay rates only take effect when the employee exceeds 40 hours worked in any given pay period.

### **Floating Holidays**

All full-time, regular employees receive two floating holidays per year in addition to BMS's regular paid holidays. These two floating holidays may be used only for religious or cultural holidays, employee's birthday, or other state or federal holidays that BMS does not observe.

Floating holidays are available at the beginning of each calendar year for all current employees. New employees are eligible for up to 2 floating holidays after 90 days of employment, depending on the hire month. Please review the policy for the specific schedule.

Employees must specify the event for which they are requesting to use a floating holiday. The request must be made through My Pay and approved in advance of use by the employee's immediate supervisor.

Floating holidays will not be carried over to the next calendar year, nor will they be cashed out if not taken or paid upon termination of employment (unless required by state law).