



Broadway Services provides (7) paid holidays per calendar year.

2023 OBSERVED BSI HOLIDAY SCHEDULE

New Year's Day	Monday, January 02, 2023
Martin Luther King, Jr. Day	Monday, January 16, 2023
Memorial Day	Monday, May 29, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Thanksgiving Day	Thursday, November 23, 2023
Christmas Day	Monday, December 25, 2023

HOLIDAY PROVISIONS

1. Regular full-time employees who have completed their probationary period will be eligible for holiday pay.
2. Part-time, temporary and probationary employees are not eligible for holiday pay.
3. Employees receiving worker's compensation are not eligible for holiday pay.
4. Employees scheduled to work on an observed holiday will receive their regular rate of pay for each hour worked, plus holiday pay based on their regularly scheduled hours (up to 8 hours) and regular base rate.
5. Employees scheduled off on an observed holiday will be paid holiday pay based on their regularly scheduled work hours.
6. Employees must work their last scheduled workday before and the first scheduled workday after the holiday. An employee who has an unscheduled absence (i.e. "call offs") prior to or immediately following an observed holiday is not eligible for holiday pay. If scheduled, employees must work the holiday, or observed holiday, to be eligible for holiday pay.
7. When a holiday falls on a Saturday, it shall be observed on Friday; when it falls on a Sunday, it shall be observed on Monday.
8. The BSI holiday schedule does not necessarily mean that your work location is closed or that you have not been assigned to work the holiday. You must check with your manager or supervisor regarding your work schedule during a holiday.

9. An employee who is unable to work because his or her assigned work location is closed on a holiday other than those specified as Broadway Services holidays, will not be eligible for pay, unless assigned elsewhere. Please check with your manager or supervisor regarding reassignment.
10. Employees on an approved absence during a holiday that he or she is scheduled to work will be paid normal holiday pay. (Refers to absences scheduled in advance of the holiday.)
11. When a holiday occurs while an employee is using PTO, the employee will be paid the normal holiday pay.
12. Employees on an unpaid Leave of Absence or FMLA are not paid holiday pay.
13. Employees on an approved paid leave will receive holiday pay for any day observed as a holiday during approved paid time off, e.g. funeral leave, jury duty, PTO.

HOLIDAY PAY COMPUTATION

Holiday pay is a benefit that shall be paid up to a maximum of (8) hours to eligible employees who regularly work 40 hours per week (8 hours per shift). Employees who regularly work more than 8 hours per shift (e.g. 10 or 12 hours per shift) will be paid the maximum 8 hours times their regular base rate of pay. Employees who wish to make up the difference between holiday hours paid and regular hours worked are encouraged to speak with their supervisor to determine if additional hours are available to work, or speak with their supervisor about using PTO time, if applicable, to make up for the lost hours.

Employees scheduled to work less than 40 hours per week will be paid prorated holiday hours. For example:

- Employees scheduled to work 32 hours per week will be paid 6.4 hours holiday pay

Holiday pay will be paid based on the employee's regular base rate of pay. If an employee is working a premium assignment and earning a premium hourly rate, whether this premium assignment is temporary or permanent, the employee will be paid the holiday pay based on their regular base rate of pay.