



4.6 HOLIDAYS

As an additional benefit for LADD hourly employees who work the following holidays. Employees are compensated at a rate of one-and-a-half times the normal rate of pay. The holidays are:

1. Easter
2. Memorial Day
3. Fourth of July
4. Labor Day
5. Thanksgiving Day
6. New Year's Eve (Dec 31) after 3:00 pm
7. New Year's Day

An hourly employee working on the following holidays will be compensated at double the normal rate of pay. The holidays are:

1. Christmas Eve after 3:00 p.m.
2. Christmas Day until Midnight

Employees using Flex Time during the holidays will receive compensation at the normal rate of pay if Flex Time hours are available.

It is the practice of LADD to be as equitable as possible in terms of holiday pay. All Holiday Pay will take place as follows:

Begins at 12:00 am on the actual holiday, and end at 11:59 pm on the actual day of the Holiday; 24 hours total. The exception to this will be Christmas Eve and New Year's Eve where holiday pay will begin at 3:00pm and go through 11:59 pm on Christmas Day and New Year's Day.

DAYLIGHT SAVING TIME—hourly employees working a midnight shift in which daylight savings time begins or ends will be paid for the actual hours worked.

In the spring when the clock is moved forward one hour during the midnight shift, the employee who is working, for example 12 midnight to 8 am, will be paid for 7 hours. In the fall when the clock is moved back one hour and an employee is working, for example 12 midnight to 8 am, will be paid for 9 hours when the clock is moved back one hour.