

XCLUSIVE SERVICES – INTERNAL TEAM MEMBERS

2025 HOLIDAY POLICY

Policy Subject to Change 2026

Paid Holidays (HOL)

Xclusive Services observes the following holidays:

Holiday	Date	Office Hours
New Year's Day	Wednesday January 1 st , 2025	CLOSED
Memorial Day	Monday May 26 th , 2025	9am - 1pm
Independence Day	Friday July 4 th , 2025	CLOSED
Labor Day	Monday September 1 st , 2025	9am - 1pm
Thanksgiving	Thursday November 27 th , 2025	CLOSED
Christmas Day	Thursday December 25 th , 2025	CLOSED

Salaried Exempt Internal Team Members

Salaried exempt internal team members receive their full salary regardless of the number of hours worked or the holidays taken. Due to the nature of our business, salaried exempt internal team members are not automatically given the recognized holiday off. Department Leaders and Services Team Leaders will determine coverage on holidays. ***Those required to report on-site may utilize their holiday 30 days prior to the designated holiday or 30 days after the designated holiday. Employees will not receive retroactive credit for any period in which they did not use their holiday within the specified time allotted.***

Hourly Non-Exempt Full-Time Internal Team Members

Due to the nature of our business, hourly non-exempt full-time internal team members are not automatically given the recognized holiday off. Department Leaders and Services Team Leaders will determine coverage on holidays. Hourly non-exempt full-time internal team members who are eligible for paid holidays but who may be required to work on a company holiday will be paid for their hours worked in addition to 8 hours of holiday pay.

Holiday pay is not to be considered hours worked in the computation of overtime.

Eligibility for Paid Holidays (HOL)

All hourly, non-exempt, full-time internal team members working 30 hours or more, in good standing will receive holiday pay at their regular rate of pay, provided they meet the following conditions:

- Work a full shift on the team member's last scheduled work shift prior to the paid holiday.
- Work a full shift on the team member's first scheduled work shift following the holiday.
- Should the team member not work either of these two days, team member is not eligible for holiday pay.

All hourly, non-exempt, full-time internal team members *will not* be entitled to holiday pay in the following circumstances:

- The team member was scheduled to work on a holiday and called off.

All internal team member *will not* be entitled to holiday pay in the following circumstances:

- The team member is in an out-of-pay status or in a layoff status.
- The team member is on an unpaid leave of absence when the holiday occurs.

Requests for Holiday (HOL)

All internal team members are encouraged to take their holidays. Internal team members must request holidays from their supervisor as far in advance as possible. Xclusive management generally will grant requests for holidays when possible, taking business needs and staffing requirements into consideration. Internal team members may not take holidays without prior approval by their Xclusive manager. If a company holiday occurs on an eligible internal team member's vacation day, it may either be counted as a holiday instead of a vacation day or be added to the vacation period as an extra day of vacation.

Separation

Holiday pay is not accrued or paid out at the time of separation of employment.