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Policy Number 240

## **BACHMAN MACHINE COMPANY CORPORATE POLICY**

Effective Date: 01-01-2000 Supersedes Policy No: \_\_\_\_\_ Date: \_\_\_\_\_

SUBJECT: HOLIDAYS

Objective: The objective of this policy shall be to establish the criteria necessary to be met in order for an employee to be eligible for paid holidays and to designate those holidays that will be observed by the Company.

Scope: This policy applies to all locations of Bachman Machine Company and to all subsidiary operations.

Policy Statement: To qualify for holiday pay, all hourly employees must have successfully completed the benefit eligibility period by being employed at least thirty (30) calendar days. Secondly, the qualified employee must have worked his/her full scheduled shift on the day proceeding the holiday AND the full scheduled shift on the day following the holiday. Any exceptions to this policy will be at the discretion of the Company and individual circumstance will be reviewed on a case by case situation.

Holiday Pay: Holiday pay will be paid all eligible employee's based on their regular straight-time rate of pay for an eight hour shift, plus any applicable shift premium.

Working On A Holiday: Any employee who is called-in to work or who is scheduled to work on a selected Company holiday will be paid eight hours of straight time holiday pay PLUS double-time for each hour worked, with a minimum of four (4) hours for call-in time.

Holiday Selection: Each year, in January, the Company will post a listing of the standard set of holidays that the Company will observe. Bachman Machine Company observes eight (8) standard holidays per year AND two additional floating holidays selected at the Company's discretion. Floating holidays are used to bridge or extend holidays that fall on or by a normal weekend.

The standard set of holidays that will be observed by Bachman Machine Company employees each year are as follows:

New Year's Day	Good Friday	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
Friday, After Thanksgiving Day		Christmas

Holidays Falling On a Weekend: When a Holiday falls on a Saturday, it will be observed by the Company on the preceding Friday. Likewise, if a holiday falls on a Sunday, it will be observed by the company on the following Monday.

Holidays During A Vacation Leave: If a holiday falls within an employees scheduled vacation leave, an additional day is added to the vacation period to compensate for that holiday.

Effects: The effect of this policy shall be to:

- Establish eligibility requirements that need to be met to be paid for the observed holidays.
- Provide a listing of the standard holidays that the Company will observe.
- Designate the rate of pay for employees who are observing the holiday(s) and for those individuals who may work the holiday.
- Define the holiday schedule to be observed if that holiday falls on a Saturday, Sunday or during an employee's vacation leave.