

## V. EMPLOYEE BENEFITS

### B. Voluntarily Provided by IHLS

#### 1. Time Off

##### d. Holidays

IHLS observes twelve paid holidays annually: New Year's Day; Martin Luther King, Jr. Day; Presidents Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day and the day following; Christmas Eve Day, Christmas Day, and New Year's Eve. A holiday schedule is posted at the beginning of each calendar year.

All employees who regularly work 40 hours will receive holiday pay based on the number of hours paid during a regular work day. In the event an employee works on a holiday, he/she may choose another day off in lieu of the scheduled holiday. All non-exempt employees that are required to work on a holiday will receive pay at time and a half.

To accommodate employees of varying religions, personal leave or vacation may be used to be absent during religious holidays.