HOLIDAY PAY POLICY

Quality Temp Staffing (QTS) provides Holiday Pay to eligible full-time employees. A full-time employee in the state of California and for the purpose of the Holiday Pay Policy is defined as working forty (40) hours per week. Listed below are the terms and conditions of the Holiday Pay for eligible full-time employees.

Holiday Pay: Eligibility

1. Upon completion of ninety-(90) days of QTS full-time employment.
2. QTS full-time employees must work a full eight (8) hour shift on the last scheduled shift prior to the paid holiday.
3. QTS full-time employees must work a full eight (8) hour shift on the first scheduled shift that follows the paid holiday.
4. The QTS employee must work forty-(40) hours per week.

Holiday Pay: Non-Eligibility

1. The QTS employee is part-time/per-diem or working less than forty-(40) hours a week.
2. The QTS employee has not completed the first ninety-(90) day of employment.
3. The QTS employee called out sick the day before or the day after the holiday.
4. The QTS employee did not complete their eight (8) hour shift on the day before or the day after the holiday.
5. The QTS employee is no longer on an assignment or is on a leave of absence that includes but not limited to FMLA, Maternity Leave, Paternity Leave, Workers Compensation etc.

Compensation for Holiday work:

If employee works on major holidays observed by QTS listed in this document, compensation will be eligible as follows:

1. Must work between 12:00a.m. the morning of the Holiday and is effective until 11:59p.m.
2. If an employee is scheduled to work on a holiday, the employee will be paid **regular** rate of pay in addition to eight (8) hours of regular Holiday pay. Working on a holiday does not compensate for time-and-a-half. Holiday pay will not be paid for actual holiday and observed Holiday.
3. A Holiday that falls on a Saturday is observed on the preceding Friday, and a Holiday that falls on a Sunday is observed on the following Monday. It will **NOT** be both days, see examples below.

   Example One: If Holiday falls on the weekend and employee typically works Monday – Friday, employee will be paid for the observed Holiday.

   Example Two: If the full-time employee works rotating weekends and holidays, the employee will be paid for the actual Holiday and not the day the Holiday observed.

QTS Holidays	QTS Holidays Observed
▪ New Year's Day	▪ January 1st
▪ Memorial Day	▪ Last Monday in May
▪ Independence Day	▪ July 4th
▪ Labor Day	▪ First Monday in September
▪ Thanksgiving Day	▪ Fourth Thursday in November
▪ Christmas Day	▪ December 25th

NOTE:

- It will be your responsibility to ***submit a separate timesheet for Holiday Pay***. Failure to do so will result in hours missed and not being paid.
- Prior missed submissions of Holiday Timesheets will not be acceptable and automatically voided.
- QTS will verify hours with onsite supervisors.

By signing below, I hereby acknowledge that I have completely read and fully understand the QTS Holiday Pay Policy. I also understand that the falsification, misrepresentation or omission of any facts will be cause for denial of Holiday Pay. This is a company benefit and it is at the company's discretion to pay the Holiday pay. This is a company benefit and QTS reserves the right to refuse Holiday pay based on any violations and guidelines.

Name (Print): _____ Date: _____

Signature: _____