

# Holiday and Vacation Benefits



## **Holiday Pay\***

Express recognizes six paid holidays per year. You qualify for holiday pay if: 1) you work 500 hours (excluding overtime) in 16 consecutive weeks ending one full week prior to the holiday week; 2) you are on an Express assignment the week of the holiday; and 3) you work the scheduled workday before and after the holiday. Pay for a holiday is in accordance with your current rate of pay. Holidays recognized by Express are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

## **Vacation Pay\*\***

This benefit is determined beginning with your first pay period with Express (this will be your "vacation start date"). This date begins a 52 week period during which vacation may be earned based on the schedule below. Thereafter, a new 52-week period begins and vacation pay may be earned based upon the same schedule. If you are off Express' payroll for more than 180 days without working, you will be given a new vacation date upon your return to work.

Hours Worked	Vacation Earned
1000 hours (including OT)	16 Hours
1500 hours (including OT)	8 Hours
2000 hours (including OT)	16 Hours

*\*When your normal work schedule is other than 8 hours per day, holiday and vacation pay will be adjusted accordingly.*

*\*\*Benefits may vary at different locations.*