

Holidays and Paid Time Off

Holidays

The company observes and allows time off with pay for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Any additional holidays will be designated by the company at the start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed on the preceding Friday. The company reserves the right to pay eligible employees in lieu of time off if the holiday falls on Saturday.

Holiday pay. Full-time regular employees are eligible for holiday pay immediately upon joining the company. Part-time and temporary employees, including summer and seasonal employees, are not eligible for holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times the employee's regularly scheduled hours (not to exceed 8 hours).

To receive holiday pay, an eligible nonexempt employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid time off. If an employee is absent on 1 or both of these days because of an illness or injury, the company may require verification of the reason for the absence before approving holiday pay.

If a non-exempt employee is asked to work on a holiday, they will be paid for actual hours work in addition to 8 hours of holiday pay. If an exempt employee is asked to work on a holiday, they will be given 8 hours of compensation time to be used at the discretion of their manager.

Paid Time Off

Simply Southern recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The company provides paid time off to full-time employees for this purpose and employees are encouraged to take time off during the year.

New, full-time, hourly employees start to accrue paid time off at the end of 60 days. Paid time off should be used in the year it is earned. Full-time, hourly employees will be paid out for unused time off at the end of the year. **Employees may request up to 40 hours of time off not yet earned.**

Full-time employees will accrue paid time off according to the following schedule

Length of Employment	PTO Accrued
1-4 years	96 hours
At the end of 5 years	104 hours
At the end of 6 years	112 hours
At the end of 7 years	120 hours
At the end of 8 years	128 hours
At the end of 9 years	136 hours
At the end of 10 years	144 hours
At the end of 11 years	152 hours
At the end of 12 years	160 hours

(For example, if you are a new, hourly, employee on January 1st, you will need to work the entire months of January and February to start accruing PTO and the entire month of March to earn PTO – on April 1st, you will have earned 8 hours of PTO. You will be allowed to request up to 40 hours of PTO and it will be recorded as 8 hours used and -32 hours used. If you are terminated or leave the company by choice before you have earned those hours, they will be taken out of your last check.)

Salaried employees will start accruing PTO immediately. Salaried employees are permitted to carry over up to 40 hours of accrued time off to the following calendar year. Unused PTO will be forfeited.

Generally, employees should submit PTO plans to their manager at least 2 weeks in advance of the requested time off date. Paid time off may be scheduled in

increments of ½ day or 1 full workday. Managers have the right to designate when some or all time off must be taken.

Employees whose employment terminates will be paid for unused vacation time that has accrued during the calendar year of the termination. Time used that was not earned will be deducted from the employee's last check.

Paid time off must be used before time off without pay will be approved. Unpaid time use is at the discretion of the department or store manager.