

MEMORANDUM

Date: January 1, 2019

To: All Employees

From: People & Culture

Subject: Holiday Schedule

AV observes a number of holidays each year. This schedule will be published annually and may vary between employees on a traditional 5/40 schedule and on an AWS 9/80 schedule. Regular full-time employees will receive straight time hourly pay equivalent to the number of hours they otherwise would be scheduled to work on each holiday (8 or 9 hours). Part-time and supplemental employees who are scheduled to work at least twenty but less than forty hours per week on a regularly scheduled basis will receive pro-rated holiday pay based on their hours worked.

Holiday	5/40 Schedule	9/80 Schedule
Memorial Day	Monday, May 27, 2019	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019	Monday, September 2, 2019
Thanksgiving Day	Thursday, November 28, 2019	Thursday, November 28, 2019
Holiday Shutdown	Tuesday, December 24, 2019	Tuesday, December 24, 2019
	Wednesday, December 25, 2019	Wednesday, December 25, 2019
	Thursday, December 26, 2019	Thursday, December 26, 2019
	Friday, December 27, 2019	Off Schedule – No Holiday Pay
	Monday, December 30, 2019	Monday, December 30, 2019
	Tuesday, December 31, 2019	Tuesday, December 31, 2019
	Wednesday, January 1, 2020	Wednesday, January 1, 2020