

MEMORANDUM

Date: January 6, 2021

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 for each holiday (generally 8 hours, but 9 hours for employees on an AWS 9/80 schedule if the holiday falls on Monday through Thursday). 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 31, 2021	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021	Monday, September 6, 2021
Thanksgiving Day	Thursday, November 25, 2021	Thursday, November 25, 2021
Holiday Shutdown	Friday, December 24, 2021	Off Schedule – No Holiday Pay
	Monday, December 27, 2021	Monday, December 27, 2021
	Tuesday, December 28, 2021	Tuesday, December 28, 2021
	Wednesday, December 29, 2021	Wednesday, December 29, 2021
	Thursday, December 30, 2021	Thursday, December 30, 2021
	Friday, December 31, 2021	Friday, December 31, 2021