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| **Holiday Policy** |
| **November 2024** |

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# Purpose

The Holiday Policy outlines the annual AeroVironment (AV) holiday schedule and holiday pay provisions.

# Scope

This policy applies to all regular AeroVironment employees and supplemental intern employees. Temporary and contract workers are not eligible for holiday pay.

# Policy

The holiday schedule is published annually and may vary between employees on a traditional 5/40 schedule and those on a 9/80 alternative work schedule. AeroVironment recognizes the following holidays:

* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving Day
* Holiday Shutdown: The company closes from December 24th through January 1st each year. The total number of holidays vary from year to year depending on where Christmas falls on the calendar.

Eligible employees will receive holiday pay for each designated holiday. To be eligible for holiday pay, an employee must work both the scheduled day before and the scheduled day after an AV-observed paid holiday, unless they are on approved vacation or as otherwise specified in this policy.

## Regular Full-Time Employees

Regular full-time employees will receive straight time pay equivalent to the number of hours they otherwise would be scheduled to work on each designated holiday. If an AV-observed paid holiday falls on a Monday through Thursday, employees on a 9/80 alternative work schedule will receive nine (9) hours of straight time pay. If a paid holiday falls on a non-working Friday, there is no additional holiday pay provided for that day.

## Part-Time and Supplemental Intern Employees

Part-time and supplemental intern employees working less than 20 hours per week or not working on a regularly scheduled basis, are not eligible for holiday pay. Part-time and supplemental intern employees who are regularly scheduled to work at least 20, but less than 40 hours per week, will receive holiday pay for each AV-observed paid holiday as follows:

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| --- | --- | --- |
| **R E G U L A R S C H E D U L E D H O U R S P E R W E E K** | **5 / 4 0 S C H E D U L E H O L I D A Y P A Y ( I N H O U R S )** | **9 / 8 0 S C H E D U L E H O L I D A Y P A Y ( I N H O U R S )** |
| 20 - 24 | 4 | 5 |
| 25 - 29 | 5 | 6 |
| 30 - 34 | 6 | 7 |
| 35 - 39 | 7 | 8 |

## Employees on Leave of Absence or Paid Vacation

Employees on leave for medical, personal, or family leave of absence will not receive holiday pay for AV-observed holidays. The exception to this policy is for the Holiday Shutdown period. If an employee is on a medical leave of absence during the Holiday Shutdown and the employee worked a minimum of nine (9) months during the calendar year, they will receive holiday pay for the Holiday Shutdown.

If an employee is on a paid vacation on an AV-observed paid holiday, they will receive holiday pay and their vacation account will not be deducted for the holiday.

## Employees Required to Work on a Holiday

If an employee is required to work on an AV-observed paid holiday, they may choose one (1) of the following options for holiday pay:

* Receive holiday pay in addition to the hours worked on the holiday. Holiday pay will not be considered as time worked for the purpose of computing overtime.
* Convert hours worked on the holiday into accrued vacation hours for future use. The worked hours must be recorded on the employee’s timecard. To convert worked time into vacation hours in AutoTime, select the option ‘Convert holiday worked hour to vacation’ and enter the number of worked hours to be converted, up to the total scheduled work hours in a day. Hours worked that would normally be paid at the overtime premium will not be converted.

The selected option must be pre-approved by the employee’s manager and should only be used when work requirements prohibit the employee from taking time off on a designated holiday.

# Authority and Responsibility

**Functional Owner:** Sr. Vice President & Chief Financial Officer

**Functional Participants:** All Departments