

MEMORANDUM

Date: January 1, 2022

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 30, 2022	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022	Monday, September 5, 2022
Thanksgiving Day	Thursday, November 24, 2022	Thursday, November 24, 2022
Holiday Shutdown	Friday, December 23, 2022	Off Schedule – No Holiday Pay
Holiday Shutdown	Monday, December 26, 2022	Monday, December 26, 2022
	Tuesday, December 27, 2022	Tuesday, December 27, 2022
	Wednesday, December 28, 2022	Wednesday, December 28, 2022
	Thursday, December 29, 2022	Thursday, December 29, 2022
	Friday, December 30, 2022	Friday, December 30, 2022
	Monday, January 2, 2023	Monday, January 2, 2023