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| Holiday Policy |
| **October 2023** |

Contents

[1 Purpose 3](#_Toc124718096)

[2 Scope 3](#_Toc124718097)

[3 Policy 3](#_Toc124718098)

[3.1 Regular Full-Time Employees 3](#_Toc124718099)

[3.2 Part-Time and Supplemental Intern Employees 3](#_Toc124718100)

[3.3 Employees on Leave of Absence or Paid Vacation 3](#_Toc124718101)

[3.4 Employees Required to Work on a Holiday 4](#_Toc124718102)

[4 Authority and Responsibility 4](#_Toc124718103)

# Purpose

The Holiday Policy outlines the annual AeroVironment 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

AeroVironment observes several designated holidays per year and a holiday shutdown. The holiday schedule is published annually and may vary between employees on a traditional 5/40 schedule and on a 9/80 alternative work schedule.

Eligible employees will receive holiday pay for each designated holiday. To be eligible for holiday pay, an employee must work on both the scheduled day before and the scheduled day after an AeroVironment observed paid holiday, unless the employee is on approved vacation or unless 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 AeroVironment observed paid holiday is on a Monday through Thursday, employees scheduled to work a 9/80 alternative work schedule will receive nine (9) hours of straight time pay.

## Part-Time and Supplemental Intern Employees

Part-time and supplemental intern employees working less than twenty (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 scheduled to work at least twenty (20) but less than forty (40) hours per week on a regularly scheduled basis will receive holiday pay for each AeroVironment observed paid holiday as follows:

| Regular Scheduled Hours Per Week | 5/40 Schedule Holiday Pay (in hours) | 9/80 Schedule Holiday Pay  (in hours) |
| --- | --- | --- |
| 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 of absence will not receive holiday pay for AeroVironment observed holidays while on a medical, personal, or family leave of absence. The exception to this policy is for the Holiday Shutdown. 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, the employee will receive holiday pay for the Holiday Shutdown.

If an employee is on a paid vacation on an AeroVironment observed paid holiday, the employee will receive holiday pay and their vacation account will not be charged for the holiday.

## Employees Required to Work on a Holiday

If an employee is required to work on an AeroVironment observed paid holiday, the employee 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 to be used later. The worked hours must be accounted for 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:** People & Culture

**Functional Participants:** All Departments