

# **Calco Concrete Pumping, Inc.**

## **HOLIDAY PAY POLICY**

Full time, hourly employees will be paid eight (8) hours straight time as paid time off for the following six (6) holidays. Employees are considered “full time” who are hired to work and complete a minimum of forty (40) hours per week.

New Year’s Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

All employees, salary and hourly, must have worked the scheduled work days before and after a holiday to receive holiday pay. Approved time off for the scheduled work days before and after the holiday must be made with the employee’s manager prior to the holiday in order to be paid for the holiday. Otherwise, holiday pay will be forfeited.

02/01/2020

Date: \_\_\_\_\_

I have read the following attachment and understand the policy concerning paid policy on Holiday pay. I also understand that if I do not understand or should have any questions it is my responsibility to get with my area manager and discuss.

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Signature*