



November 13, 2024

Good afternoon, HT!

Over the past several months, we have received feedback that some employees would enjoy a bit more flexibility with holidays. This feedback was very important as we consider the different and evolving needs of our workforce. Based on that helpful information, we are making a change to the calendar!

Currently, employees who work 15 or more hours per week are eligible for paid holiday time. HT currently provides for 11 paid holidays as follows:

New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Beginning in 2025, we will be replacing Presidents' Day and Columbus Day with two "Floating Holidays". It is important to know the number of paid holidays will not change.

What does this change mean?

Floating Holidays are days that you can take when you wish. If you would still like to take Columbus Day or Presidents' Day off you can still do so, but you will code them as Floating Holidays since they will no longer be a part of the official HT calendar. However, if you'd prefer to take those days at another time of your choosing, you may do so. As an example, someone may want to take their birthday off as a Floating Holiday, or perhaps someone would like to take Good Friday off (the Friday before Easter), or Juneteenth, or some other day. In each case, the days will be recorded as a Floating Holiday. The other nine official HT holidays will still be coded as "Holiday" in the Kronos system. The system will also be set up with a new code so Floating Holidays can be recorded as such.

Like all other holidays, Floating Holidays must be taken in full day increments. Beginning in 2025, newly hired employees hired before June 1st will receive both Floating Holidays. Those hired after June 1st will receive one Floating Holiday.

Please note that due to this change, 2201 Dwyer Ave. and the Distribution Center will now be open on Presidents' Day and Columbus Day. Those who choose to take Floating

Holidays on days other than Presidents' Day and Columbus Day will be expected to report to work on those days.

Like other holidays, Floating Holidays will not be paid out if they are not used. In addition, employees must seek approval from their supervisor before taking the Floating Holiday.

The new HT Holiday Calendar will look like this, effective January 1, 2025*:

New Year's Day	Labor Day	Christmas Day
Martin Luther King, Jr. Day	Veterans Day	Floating Holiday
Memorial Day	Thanksgiving Day	Floating Holiday
Independence Day	Day after Thanksgiving	

*This change amends the Holiday Time section of the Employee Handbook (page 22)

PLEASE NOTE THAT THIS CHANGE DOES NOT APPLY TO THOSE WHO WORK ON A GOVERNMENT SERVICE CONTRACT. THOSE EMPLOYEES WILL STILL RECEIVE HOLIDAY PAY IN ACCORDANCE WITH THE CONTRACT, AS PER THE EMPLOYEE HANDBOOK (pg. 23).

We hope you find that this change provides you with more flexibility in that you will be able to take two days that are most meaningful to you as Floating Holidays!

Please feel free to contact Human Resources with any questions.

Thank you!



Lisa Green
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