

HOLIDAY POLICY

PEDERNALES ELECTRIC COOPERATIVE, INC.

1. Purpose:

PEC provides continuous electric utility services to its Members. PEC's Business and Member Services are generally open to Members Monday through Friday during normal business hours. PEC Business and Member Services will close in observance of Holidays. This Policy establishes PEC's Holidays.

2. Scope:

2.1. This Policy applies to all PEC Members, the Board of Directors, and all PEC employees and contractors.

3. Definitions

3.1. Business and Member Services – in this Policy means facilities or resources generally open to Members Monday through Friday during normal business hours.

3.2. Floating Holiday – means a day taken in eight (8) hour increments provided to eligible employees as a paid benefit for time away from normal work hours. Floating Holidays are selected by the employee and approved by the employee's supervisor.

3.3. Holiday – means the days approved in this Policy when PEC's Business and Member Services are closed.

3.4. Holiday Pay – means the compensation paid to eligible employees for a PEC Holiday or Floating Holiday. Holiday Pay is a PEC paid benefit to employees.

4. Policy Statement and Implementation:

4.1. PEC provides continuous electric utility service to Members.

4.2. PEC Business and Member Services observes and are closed for the following Holidays each year:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

4.3. When a Holiday occurs on a Saturday, the Holiday will be observed on the preceding Friday. When the Holiday occurs on a Sunday, the Holiday will be observed on the following Monday. When either Holiday of a consecutive

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Holiday occurs on a weekend, the Holiday(s) will be observed on the preceding Friday and following Monday.

4.4. Floating Holiday. Regular, full-time, active employees hired before July 1 of a calendar year shall additionally receive two Floating Holidays each calendar year. Regular, full-time, active employees hired on or after July 1 of a calendar year shall receive one floating holiday for the calendar year in which they are hired.

4.5. PEC Member Business and Member Services are closed in observance of PEC Holidays.

5. Procedure Responsibilities

5.1. The CEO shall implement this Policy for Members and employees.

5.2. While PEC Business and Member Services are closed in observance of PEC Holidays, employees will be on call or subject to call out for the provision of electric service.

5.3. Holiday Pay:

5.3.1. Regular, full-time, active employees are eligible for Holiday Pay. Part-time employees, temporary employees and interns are not eligible for Holiday Pay.

5.3.2. For each Holiday or Floating Holiday, eligible employees are compensated for eight (8) hours pay, at their regular rate of pay. Holiday or Floating Holiday days must be taken in eight (8) hour increments.

5.3.3. Upon termination, employees are not paid for any future Holidays, including unobserved Floating Holidays.

6. Enforcement

6.1. The CEO shall enforce this Policy.

6.2. Violations of this Policy may result in disciplinary action, up to and including, termination.

7. Superseding Effect

7.1. This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Approver may authorize exceptions to this policy.

8. References and Related Documents:

Employee Compensation Policy

Tariff and Business Rules

Paid Time Off Policy

Wage and Salary Policy

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Policy Title:	Holiday Policy
Review Frequency:	Triennial
Last Reviewed:	November 14, 2016
Date Adopted:	May 16, 2005
Effective Date:	November 14, 2016
Amendment Dates:	December 8, 2008 – Effective January 1, 2009; September 15, 2014, October 20, 2014, November 14, 2016
Approver:	Board of Directors
Applies to:	This Policy applies to all PEC Members, the Board of Directors, and all PEC employees and contractors.
Administrator:	Human Resources Division
Superseding Effect	This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Approver may authorize exceptions to this policy.