

Holiday Policy

PEDERNALES ELECTRIC COOPERATIVE, INC.

1. Purpose:

1.1. Pedernales Electric Cooperative, Inc. ("PEC") provides reliable, continuous electric utility services to its Members. PEC's Business Operations are generally open to Members, Monday through Friday, during standard business hours. PEC Business Operations 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 Operations – Means facilities or resources generally open to Members during standard business hours, Monday through Friday, defined as Business Day in PEC's Tariff and Business Rules for Electric Service.

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 Operations are closed. This day is paid in eight (8) hour increments.

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 Business Operations observes and offices 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

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

4.3. Floating Holiday. Regular, full-time, active employees hired before July 1 of a calendar year shall additionally receive two Floating Holidays each calendar

Holiday Policy

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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.

5. Procedure Responsibilities:

5.1. The Chief Executive Officer (“CEO”) shall implement this Policy for Members and employees.

5.2. While PEC Business Operations 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 unused 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

Holiday Policy

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Policy Title:	Holiday Policy
Review Frequency:	Every five years
Last Reviewed:	January 15, 2021
Date Adopted:	May 16, 2005
Effective Date:	January 15, 2021
Amendment Dates:	January 1, 2009; September 15, 2014; October 20, 2014; November 14, 2016; January 15, 2021
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
Superseding Effect	This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Approver may authorize exceptions to this policy.