

# CNY Cleaning Solutions

## Paid Holiday Policy

### Policy Purpose

CNY Cleaning Solutions recognizes the importance of major holidays and values employees who demonstrate reliability, consistency, and commitment to our clients. This Holiday Pay Policy is designed to reward team members who maintain strong attendance and performance standards.

### 1. Observed Paid Holidays

CNY Cleaning Solutions currently recognizes the following major holidays for paid holiday eligibility:

- New Year's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day
- Christmas Day

The company reserves the right to modify this list at any time based on business needs.

### 2. Eligibility Requirements

To qualify for holiday pay, an employee must meet ALL of the following criteria:

1. Be employed for a minimum of 90 consecutive days prior to the holiday.
2. Be in good standing (no active disciplinary actions).
3. Have no unexcused absences within 60 days prior to the holiday.
4. Work their scheduled shift immediately before and immediately after the holiday (unless pre-approved in writing).
6. Be actively scheduled and regularly working at the time of the holiday.

Failure to meet any of the above requirements will result in ineligibility for that holiday's pay.

### 3. Holiday Pay Amount

Eligible employees will receive:

- Holiday pay equivalent to their average daily hours worked over the previous 30 days, multiplied by their regular hourly rate

OR

- A flat holiday bonus amount determined by management (as communicated annually)

Holiday pay does not count toward overtime calculations and is paid at the employee's regular rate of pay.

### 4. Exclusions

Holiday pay will not be granted if:

- The employee calls out before or after the holiday without documented emergency.
- The employee resigns or is terminated before the holiday is paid.
- The employee is on unpaid leave.
- The employee is in their 90-day introductory period.
- The employee fails to meet performance or attendance standards.

### 5. Policy Modification

CNY Cleaning Solutions reserves the right to interpret, modify, or discontinue this policy at any time, with or without notice, in accordance with applicable laws.