

~~HOLIDAY POLICY~~

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 and Member Services Operations are generally open to Members, Monday through Friday, during normal standard business hours. PEC Business and Member Services 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 and Member Services — in this Policy means Operations — Means facilities or resources generally open to Members Monday through Friday during normal 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 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 Means the days approved in this Policy when PEC's Business and Member Services Operations are closed. This day is paid in eight (8) hour increments.~~

~~3.4. Holiday Pay — means 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.~~

~~4.2.4.1. PEC Business and Member Services 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

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~~4.3.4.2.~~ 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 ~~efor~~ a consecutive Holiday occurs on a weekend, the Holiday(s) will be observed on the preceding Friday and following Monday.

~~4.4.4.3.~~ Floating Holiday. Regular, full-time, active employees hired before July 1 of a calendar year shall additionally receive two Floating Holidays each calendar 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 Business and Member Services are closed in observance of PEC Holidays.~~

5. Procedure Responsibilities:

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

5.2. While PEC Business ~~and Member Services~~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 ~~unobserved 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~~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 <u>Every five years</u>
Last Reviewed:	November 14, 2016 <u>XX/XX/XXXX</u>
Date Adopted:	May 16, 2005
Effective Date:	November 14, 2016 <u>XX/XX/XXXX</u>
Amendment Dates:	December 8, 2008 — Effective January 1, 2009; September 15, 2014; ₁ October 20, 2014; ₁ November 14, 2016; <u>XX/XX/XXXX</u>
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 <u>Division</u>
Superseding Effect	This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Approver may authorize exceptions to this policy.