



BrandsMart U.S.A.

Holiday Policy

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1.0 PURPOSE/OBJECTIVE

The purpose of this policy is to set forth BrandsMart U.S.A.'s ("BrandsMart" or "Company") policy regarding paid holiday time.

2.0 SCOPE

This Policy applies to all BrandsMart Team Members.

3.0 POLICY STATEMENT

Full time, fully commissioned and hourly team members are eligible to be paid for certain designated holidays as outlined in this policy.

4.0 ELIGIBILITY

All salaried team members are eligible for paid holidays upon hire. All hourly and fully commissioned team members must be employed for 90 days before they are eligible to receive paid holidays.

Inactive team members or team members on a Leave of Absence are not eligible to receive payment for holidays.

5.0 POLICY

5.1 Number of holidays

All Store Team members and Hourly Distribution Center/ team members receive three (3) paid holidays including New Year's Day, Thanksgiving Day, and Christmas.

Store Support Center, Service Center, Customer Service and Salaried Distribution Center team members receive six (6) paid holidays including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

If the location is closed, the team member will be paid holiday pay for the day.

If a holiday occurs on a day the team member's location is typically closed, and the Company has not specifically designated an alternate day to observe

the holiday, the team member will be paid holiday pay, unless applicable state law or local law requires the time to be paid differently.

5.2 Location Open on the Holiday

The holidays referenced in section 5.1 are contingent upon business operational needs. Locations may be required to remain open and staffed on any of the referenced holidays. If the team member's location is open on one of the holidays and an hourly team member clocks in on the holiday, the hourly team member will be granted an additional vacation day in their Dayforce Time Away balance. Salaried team members that work on a holiday are to coordinate with their manager to use the additional vacation day at another time. This additional vacation day can be used any time, subject to manager approval, prior to the end of the year and can be carried over to the next year so long as the team member is eligible for vacation carryover and has not exceeded the applicable carryover limits.

Managers should ensure that all team members receive their substitute "holiday" day off. Team members cannot be paid instead of using the day off.

5.3 Early Location Closure

Early office-location closure or team member departure preceding a holiday is at the discretion of the General Manager or department's Vice President or above and is not guaranteed. If the General Manager or department's Vice President or above decides not to close the office(s) or location(s) early preceding a holiday, team members are expected to work their normally scheduled hours.

6.0 COMPLIANCE AND REPORTING

The Policy Owner will be responsible for the implementation and application of this Policy. Interpretations of this Policy will be made by the Chief People Officer in consultation with the Legal Department where appropriate. Compliance with this Policy will be assessed in accordance with applicable Policy Management Procedures. Action will be taken to remedy Policy violations, including consequences where appropriate.

7.0 REVIEW CYCLE

This Policy is reviewed no less frequently than 3 years following its initial adoption or most recent revision.

Policy Owner:	Associate Vice President, Human Resources
Policy Category:	Operational
Authorized By:	Associate Vice President, Human Resources
Title:	BrandsMart U.S.A. Holiday Policy
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Related Documents:	