

ENDEAVOR

U.S. Floating Holidays

All U.S. full-time, regular non-exempt (hourly) employees receive two floating holidays per year in addition to Endeavor’s regular paid holidays. If an employee is regularly scheduled to work 30 hours or more per week for a period of indefinite duration, the employee is classified as a full-time employee. These two floating holidays may be used for religious or cultural holidays, employee birthdays, or other state or federal holidays during which Endeavor remains open.

Floating holidays will accrue once per year on January 1st. Non-exempt employees are strongly encouraged to take their floating holidays each year. An employee can accrue up to the annual floating holiday maximum of three (3) days. Once the maximum level is reached, employees will not continue to accrue floating holidays until they have used floating holidays and their balance drops below the maximum amount.

New full-time, regular non-exempt employees hired prior to May 31 receive 2 floating holidays, employees hired prior to October 31 receive 1 floating holiday, and employees hired after October 31 will receive their full allotment of floating holidays on January 1st of the following calendar year.

Month of Hire	Floating Holiday Entitlement
January	2
February	2
March	2
April	2
May	2
June	1
July	1
August	1
September	1
October	1
November	0
December	0

Requests for floating holidays should be submitted at least two weeks in advance via Workday. Floating holidays can only be taken in half-day (four (4) hour) increments and must be pre-approved by the employee’s immediate supervisor. Approval of floating holiday requests is subject to the needs of the business.

Employees will not be paid for accrued but unused floating holidays upon termination unless required by applicable law.