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|---|---------------------------|------------------------|--|
| <b>Institute for<br/>Medical<br/>Research,<br/>Inc.</b> | <b>Policy on Holidays</b> | No. 302                |  |
|   |                           | Effective Date 4/14/09 |  |
|   |                           | Revision Date          |  |
|   |                           | Final<br>Approval      | Approved by IMR Board of<br>Directors: 4/14/09 |

**Purpose**

To establish IMR's policy on holidays.

**Scope**

IMR Employees and Investigators

**Policy**

IMR recognizes the following holidays:

- \* New Year's Day (January 1)
- \* Martin Luther King, Jr. Day (third Monday in January)
- \* Presidents' Day (third Monday in February)
- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Columbus Day (second Monday in October)
- \* Veterans' Day (November 11)
- \* Thanksgiving (fourth Thursday in November)
- \* Christmas (December 25)

Eligible employees will receive paid holiday time based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee categories:

- \* Regular full-time employees
- \* Regular part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be given in lieu of a charge to vacation or sick leave.

If eligible nonexempt employees work on a recognized holiday, they will receive double time for holiday pay.