

HOLIDAY POLICY



The following are observed holidays:

New Year's Day (Jan 1st)

Labor Day

Memorial Day

July 4th

Thanksgiving Day

Christmas Day

If the holiday falls on a weekend, the Friday before and/or the Monday after the holiday is **NOT CONSIDERED A HOLIDAY**. All staff-members are required to report to work as usual, unless prior written approval is obtained by Kleen1's, General Manager.

Staff-members may be required to work on holidays. Staff-members that work on holidays shall receive time-and-a-half pay.

If a staff-member works at a location that is closed due to a holiday that not listed above, the staff-member will have that day off without pay.

Full-Time staff-members (40 hours per week), after six (6) months of service, are eligible to receive the above holidays off with pay, only if the holiday falls on the staff-member's normal weekly work schedule.

If you have any questions about this policy, please contact Peter Buffa at peter@kleen1.com

Kleen1, LLC reserves the right to modify or terminate this policy at any time without notice.