

Policy:	Holiday	Policy Reference and Revision Number:	HR 007 Rev 000
Department:	Human Resources	Effective Date:	08/01/2021
Authorized By:	SVP Human Resources	Page:	Page 1 of 1

PURPOSE

To provide guidance for the observance of holidays, religious events or for other commemoration and corresponding holiday pay for non-exempt (hourly) employees.

POLICY

BWC Terminals (the “**Company**”) will distribute a list of paid holidays prior to the beginning of each new calendar year and establish procedures to (i) allow observance of alternate days for personal religious or commemoration reasons and (ii) provide for additional compensation for non-exempt employees working on an approved holiday.

GUIDELINES

The Company typically grants holiday time in the United States as defined below:

- New Year’s Day, Presidents’ Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve and Christmas Day.
- In lieu of the typical Company designated holidays, the following substitutions may or will occur:
 - Employees in the State of Georgia observe Martin Luther King Jr. Day in lieu of Presidents’ Day.
 - Employees in the State of Louisiana observe Mardi Gras Day in lieu of Presidents’ Day.
 - Union Employees at the Company’s Baltimore, St. Paul, and Texas City terminals will observe holidays per the applicable Collective Bargaining Agreements.
 - Non-Union employees may observe Martin Luther King Jr. Day in lieu of Presidents’ Day or Mardi Gras Day by submitting a request for approval from their supervisor.
 - Employees who wish to observe a holiday that is not a Company designated holiday, whether for religious reasons or commemoration, may use Paid Time Off (PTO) with adequate notice and the approval of their supervisor.
- Holidays occurring on a weekend are generally observed on the nearest workday.

HOLIDAY PAY

Non-Exempt (hourly) pay for a holiday is on a straight time basis, as this compensation is not considered “*hours worked*” for the purpose of calculating overtime pay; however, the employee will receive overtime pay at time and one half of the employee’s regular rate of pay for all approved hours actually worked on the holiday as well as paid an additional eight hours on a straight time basis in observance of the holiday.

Employees are required to work their regularly scheduled hours the workday preceding and workday following the holiday to qualify for holiday pay. An approved PTO day or any other excused and paid day off is considered a day worked for purposes of calculating holiday pay eligibility.

This policy is subject to the applicable local laws and regulations. To the extent that this policy conflicts with local laws or regulations, the policy shall, for application within the relevant jurisdiction, be deemed to be amended so as to comply with local laws, regulations and collective bargaining agreements.

BWC Terminals Human Resources policies are subject to modification or revision in part or in their entirety to reflect changes in conditions after the effective date of the policy. Modifications or revisions will be made as soon as administratively feasible but will not delay the impact of any such changes.