

Dear Team Members,

We want to take a moment to express our gratitude for your dedication and hard work. Our team members are the heart of our organization, and we truly appreciate your contributions. Starting July 1, 2024, BZI will offer a standardized 9 days of holiday pay to all team members regardless of the work location or job duties. These may not be days you are scheduled to be away from work, but we do want to recognize your attendance and your effort with additional pay if you are on schedule to work during a holiday. If you are able to be off work for the day, we want you to relax and enjoy your holiday. This is a new and exciting update to our paid holiday schedule that is being implemented.

Here is what to expect:

- Holiday pay will be 8 hours per holiday regardless of the work schedule.
- Whenever possible, these will be days designated as a paid day away from work.
  - This list does not dictate workload and scheduling however and many of those days will be worked depending on the business needs of your team.
- Working on a scheduled holiday will be determined by the project or the workload and set by the site-specific supervisor.
- If the work schedule is such that the holiday must be a workday, employees will be required to work.
- Each site leader will make every effort to communicate with each individual team if the holiday will be a day away from work or a day the employee is expected to come to work.
- Hourly employees working on the designated holiday will receive pay for their regular worked hours and the 8 hours of holiday pay.
- Salary employees that work on a designated holiday may coordinate with their supervisor for an alternative day away if appropriate.
- Holiday hours paid do not count towards factoring overtime.
- July 24 is designated holiday in Utah. However, it will be a "floating holiday" so that employees assigned to work in other states may request an alternate day away from work for a holiday specific to their area or need.
- When a date-specific holiday falls on a Saturday or Sunday, the holiday pay will be allocated to the "observed holiday" based on the US Holidays for banks.

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**BZI Paid Holidays**

*This is a working document and will be updated by HR as needed*

New Year's Day	January 1
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Pioneer Day – Utah	July 24 ( <i>may be floating holiday outside of Utah</i> )
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Christmas Day	December 25