

 DW TOWER, INC.	Human Resources POLICIES AND PROCEDURES		
	SUBJECT Holiday Policy	ISSUED 03/01/2007	REVISED
APPROVED <i>Approved with Policy A-100</i> President			

Purpose: This policy provides information on D. W. Tower, Inc.'s Observed Holiday schedule and pay for eligible team members.

Policy: D. W. Tower, Inc. observes certain holidays throughout the year. Eligible team members may be paid for these Observed Holidays according to the procedures outlined below.

Generally, Observed Holidays will be:

- New Year's Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- Christmas
- Floating Holiday

Definitions:

- *Floating Holiday* – The Company is open for business on the Holiday. Those who wish to take the day off as Holiday may do so at that time. Those who choose to work that day may take that Holiday at another time during the calendar year. If an employee fails to take their Floating Holiday within the Calendar year (by December 31 of the current year), they can not get reimbursed for their time, nor can they roll the day over into the New Year.

Scope: This policy applies to regular, full-time team members of D. W. Tower, Inc.

Procedures:

1. Management is responsible for ensuring that this policy is followed.
2. Generally, team members will not work on an Observed Holiday, unless some unforeseen event occurs.
3. If an Observed Holiday falls on a Saturday, that holiday will be observed on the Friday preceeding the holiday; if the holiday falls on a Sunday, the holiday will be observed on the Monday following, unless otherwise determined by Management.
4. Holiday pay will be calculated using team members straight-time pay rate as of the date of the Observed Holiday times eight (8) hours. Employees required to work on a

holiday will be paid the rate of time and a half. Management approval is required for work on an observed holiday.

5. To be eligible for holiday pay, team members must work the last scheduled workday immediately preceding, and the first scheduled day immediately following the Observed Holiday, unless approved for time off by Management.
6. Non-exempt Employees must complete 180 days of continuous employment before becoming eligible for Holiday Pay. Exempt employees are eligible after 90 continuous days of employment.
7. If an Observed Holiday falls during an eligible team member's paid absence for any reason, Holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.
8. Otherwise eligible team members who are on any Unpaid Leave will not be paid for Observed Holidays that occur during the leave. Management may, at its sole discretion, approve Holiday pay for eligible team members who are on unpaid Military Leave of 30 days or less.
9. Paid holidays will not be counted as hours worked for the purpose of determining eligibility for overtime pay. However, hours actually worked, if any, by non-exempt team members on an Observed Holiday will be counted as hours worked for the purpose of determining eligibility for overtime pay.
10. Regular part-time, seasonal, and temporary team members are not eligible to receive holiday pay, regardless of the length of service in those employment classifications.

See the Vacation Policy, the Pay Policy, and Time & Expense Reporting for additional information.

Anyone found violating any portion of this policy may be subject to disciplinary action, up to and including termination.

No changes will be made to this policy or any deviations authorized without the express written permission of the CEO.