

**Prodesse Property Group**  
**HOLIDAYS**

Prodesse Property Group observes the following paid holidays:

New Years Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
The Day After Thanksgiving  
Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the following Monday. However, Prodesse may close on another day or grant compensating time off instead of closing. Holiday observance will be announced in advance.

To be eligible for holiday pay, employees must have completed his or her introductory period, be regularly scheduled to work on the day on which the holiday falls and must work his or her scheduled working day immediately preceding and the scheduled working day immediately following the holiday, unless a paid absence on either day is approved in advance by the employee's supervisor.