



2025 HOLIDAY NOTICE – CHARLOTTESVILLE, SAN DIEGO, SINGAPORE

Austal USA observes eight holidays each year to allow full-time employees paid time off to be with their families and friends for these special holidays.

The 2025 holidays will be scheduled as follows:

<u>Holiday</u>	<u>Date Observed</u>
Floating Holiday*	Date selected by employee
New Year's Day (2025 Holiday)	Wednesday, January 1, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving Day	Thursday, November 27, 2025
Day after Thanksgiving Day	Friday, November 28, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Day (2026 Holiday)	Thursday, January 1, 2026

**The Floating Holiday will be available for use beginning February 28, 2025. The Floating Holiday will be paid at 8 hours for all employees. When using the Floating Holiday, employees on a 4/10 schedule will not be required to use any paid time-off to cover the additional 2 hours of their schedule; however, hourly and salaried non-exempt employees on a 4/10 schedule can choose to use 2 hours of either Personal Time or 2 hours of Vacation Time if they wish to receive 2 additional hours of pay on the Floating Holiday. The Floating Holiday must be used by no later than December 31, 2025 and will not "roll-over" to 2026. As a general rule, employees must notify their supervisor at least one week in advance of the date selected for the Floating Holiday. As with the other Holidays, Buy-out employees are not eligible for the Floating Holiday.*

General Policy Guidelines

In order to be eligible for holiday pay, you must work your full scheduled shift both the day before and the day after the holiday (or be on pre-approved vacation or paid personal time). If the holiday falls within your scheduled shift, you will be compensated according to the scheduled shift during the workweek on which the holiday falls; however, employees will only be compensated 8 hours for the Floating Holiday, regardless of which shift they are on (e.g., 5/8 or 4/10) during the workweek on which the Floating Holiday is taken. If the holiday does not fall within your scheduled shift, you will be compensated for 8 hours. Full-time employees will receive a day's pay at their base rate in effect at the time the company-designated holiday is observed.

Hourly and nonexempt employees who are required to work on a company-designated holiday (e.g., not a Floating Holiday) will receive pay at one and one-half times their hourly rate for all hours worked in addition to their holiday pay; because of the flexibility afforded in taking the Floating Holiday, an hourly or nonexempt employee who is required to work on their selected Floating Holiday will be paid straight time and can choose another day for their Floating Holiday. Exempt employees who are required to work on a Floating Holiday can cancel their request in Workday and choose another day for their Floating Holiday; exempt employees who are required to work on a company-designated holiday should speak with their manager for guidance on taking an alternative day off. Buy-out employees will be paid straight time at their buy-out rate if they work a holiday. Employees who voluntarily resign or are discharged during a workweek which includes a paid holiday, will not receive holiday pay if they are not on the active payroll the day following a holiday.