



Be Right™

TO: Hach US Associates
FROM: Human Resources
SUBJECT: 2021 Holiday Schedule

The 2021 Holiday Schedule includes Nine (9) company-designated holidays and two (2) discretionary holidays.

2021 HOLIDAY SCHEDULE

New Year's Day	Friday, January 1, 2021
Martin Luther King, Jr. Day	Monday, January 18, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Observed on Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Thanksgiving	Thursday, November 25, 2021
Day after Thanksgiving	Friday, November 26, 2021
Christmas Day	Observed on Friday, December 24, 2021
New Years Eve	Friday, December 31, 2021
2 Discretionary Holidays	Associate's Choice

There may be a business need that requires associates to work on defined company holidays. This is on an exception basis only and management intends to keep those to a minimum. Advance notice will be given as much as possible in these situations.

Use of Discretionary Holidays:

Discretionary holidays can be used anytime with pre-approval from the associate's supervisor. Please note that discretionary holidays must be taken as a full day and cannot be taken in hourly increments. Discretionary holidays cannot be carried over into the next year or paid out at year-end. Discretionary holidays are not considered time worked for purposes of calculating overtime.

2021 New Hires:

Two Discretionary Holidays are available to associates hired before July 1, 2021. One Discretionary Holiday is available if hired on or after July 1, 2021.

For additional guidelines on Holiday Pay, please refer to policy 510 in the Associate Policy Handbook, available online in the HR section of the Hach intranet.