

CHAPTER 5

EMPLOYEE BENEFITS - Revised 9/26/14

This section of the manual is designed to acquaint employees with some of the significant features of the Company's benefit programs. However, it is important to note that more detailed information is set forth in the official plan documents and insurance policies that govern the plans. Accordingly, should there be any real or apparent conflict between the brief summaries contained in this manual and the terms, conditions, limitations or exclusions of the official plan documents, the provisions of the official plan documents supersede the summaries in this manual.

5000 - Holidays

Aava Dental observes the following paid holidays to all regular, full-time employees:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Day

When a holiday falls on a Saturday, it is observed on Friday before the holiday. When a holiday falls on Sunday, it is observed on the following Monday.

Eligibility for holiday pay for non-exempt employees begins after completion of the Introductory Period. Only employees designated as regular, full-time employees, (scheduled to work 40 hours or more per week on a regular basis) are eligible for holiday pay. Part-time and temporary employees are not eligible to receive holiday benefits.

To be eligible for holiday pay, non-exempt employees must be regularly scheduled to work on the day on which the holiday is observed and must work their regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by their supervisor. Part-time employees are not eligible for holiday pay.

Terminating employees do not receive holiday day payment, unless the holiday falls during the last pay period prior to their termination date and they are eligible for holiday pay.

**I understand the above statements and agree to follow the company's paid holiday policy as stated.*

_____ (Print name)

_____ (Signature) _____ (Date)