



## Holiday Policy and Calendar

**TITLE:** Holiday Policy  
**EFFECTIVE DATE:** January 1, 2024  
**BUSINESS AREA:** Human Relations  
**COVERED:** Full-time/Part-Time; Non-union; Salaried/Hourly; U.S.

### I. PURPOSE AND SCOPE

Bimbo Bakeries USA (“BBU” or the “Company”) observes the paid holidays identified in this policy for full-time and part-time (working 20 or more hours per week) associates not covered by a collective bargaining agreement. Associates who belong to a Union should refer to the collective bargaining agreement in effect for their group.

### II. POLICY

BBU will observe nine (9) paid holidays each year. Eight (8) paid holidays will be the same each year: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving and Christmas Day.

One floating holiday will vary from year to year and will be scheduled by BBU around Independence Day or the Christmas holidays depending on how the calendar falls.

#### 2024 Holiday Calendar

New Year’s Day	Monday, January 1
Martin Luther King Day	Monday, January 15
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Floating Holiday	Friday, July 5
Labor Day	Monday, September 2
Thanksgiving Day	Thursday, November 28
Day after Thanksgiving	Friday, November 29
Christmas Day	Wednesday, December 25

### III. GENERAL

#### Pay

Associates will receive regular pay for holidays. Regular pay is defined as a day’s pay, at the associate’s base rate in effect immediately prior to the holiday; or in the case of associates paid on a commission system, at the daily rate in accordance with local payroll practices.

If an associate is required to work during a recognized holiday period due to workload requirements, the associate will receive compensation based on actual hours worked plus holiday pay at the rate of the associate’s regular hourly rate.



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Holidays that fall during an associate's scheduled time off taken pursuant to the Company's Paid Time Off policy will not count against the associate's paid time off.

Holiday pay will not be considered hours worked for the purposes of computing overtime pay.

### **Terminated Associates**

If an associate's last day of work is prior to a holiday, the associate will be paid only through the last day of active employment and not be paid for the holiday.

### **Temporary Associates/Consultants**

Temporary associates and consultants are not eligible for holiday pay. Holiday eligibility for temporary associates or consultants who become regular, full-time or part-time associates (working 20 hours or more) of the Company will be based upon their date of hire as a regular associate.

All questions regarding the interpretation and administration of this policy should be directed to your local Human Relations Business Partner.

BBU maintains an at-will employment relationship with its associates. This means that the Company or the associate may terminate the employment relationship with or without cause at any time. This policy is not an employment contract and BBU reserves the right to change or discontinue it. When a provision of this policy conflicts with an applicable collective bargaining agreement, the collective bargaining agreement will control. This policy will also be administered consistent with all applicable laws.