

Company Holidays

Purpose

Zebra's Company holiday policy outlines the days Zebra acknowledges as holidays and provides guidelines for time off and holiday pay.

Policy Scope

All regular part-time and full-time employees of Zebra Technologies Corporation and its subsidiaries ("Zebra") – U.S. facilities scheduled to work 20 hours or more per week.

Policy Details

Each calendar year, Zebra provides nine (9) scheduled paid days off for holidays for all eligible employees. Zebra will publish the company designated holidays and inform all employees each year. The current holiday schedule can be found on zConnect.

Nonexempt employees will also receive up to two paid days off (up to 16 hours) for Floating Holidays.

Exempt employees will not receive Floating Holidays starting January 1, 2024 and should refer to the Flexible Time Off Policy.

Company Designated Holidays

Exempt and nonexempt employees scheduled to work 20 hours or more per week are eligible for the 9 designated holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Day before Christmas
- Christmas Day

Part-time employees are eligible for designated holiday benefits if the holiday occurs on a day that the employee is regularly scheduled to work. If a company designated holiday falls on a day that a part-time employee is not regularly scheduled to work, or on a day that an employee is on a leave of absence, the employee is not eligible to take a different day off in lieu of that company designated holiday.

Interns are eligible to receive pay for designated company holidays that occur when they are actively on assignment with Zebra.

All nonexempt employees in Rhode Island will receive time and a one-half pay for all hours worked on a state-designated holiday.

Floating Holidays – Nonexempt Employees Only

Nonexempt employees are eligible for up to 16 Floating Holiday hours (pro-rated if part-time) and they must be taken for a specific reason, such as:

- An employee's birthday or employment anniversary
- A holiday the company does not observe
- In conjunction with a company observed holiday
- A religious observance
- The illness of the employee or the employee's family member
- Shift coverage for facility closing

Only regular full-time and part-time nonexempt employees working 20 or more hours per week (interns are excluded) are eligible for Floating Holiday hours.

Eligibility for newly hired nonexempt employees is dependent upon full or part-time status and official hire date.

Floating Holidays that are not used by the end of the calendar year will not carry over into the next year and will not be paid out at time of separation.

Hire Date	Eligibility
Full-time new hire January – June	All floating holiday hours in a given calendar year
Full-time new hire July – December	Floating holiday hours are reduced by half of the full-time allotment
Part-time new hire January – June	Adjusted based on hours per week
Part-time new hire July - December	Adjusted based on hours per week and reduced by half of the part time allotment

For nonexempt employees working weekly schedules other than the standard 40 hours, the floating holiday hours will be adjusted proportionately. For example, a nonexempt employee working 32 hours per week is eligible for 80% of the 16 hours which comes to 12.8 hours if hired between January 1 and June 30 or 6.4 hours if hired between July 1 and December 31. Whenever possible, floating holiday hours must be requested and approved in advance by the employee's supervisor. Unused floating holiday hours do not carry over to the next year and employees will not be paid for unused floating holiday hours upon separation.

Floating holiday hours may be taken in one hour increments according to the employee's regularly scheduled hours.

Exempt employees are not eligible for Floating Holidays.

Holiday Pay

In order to receive holiday pay, employees must work on the days before and after a holiday. For the purpose of eligibility, the following exceptions will be considered as days worked.

- approved PTO
- military reserve duty
- jury duty
- court appearances w/proof of attendance
- bereavement leave
- pre-approved floating holiday
- approved Family Medical Leave of Absence
- illness for self or family member

Full-time employees who are regularly scheduled to work 40 hours a week are eligible for eight (8) hours pay. Employees working between 20 and 40-hour weeks will be paid their regularly scheduled pay for that day as holiday pay.

Paid holiday hours will be credited as hours worked for the computation of overtime during the work week in which the holiday occurs.

Full-time employees who are regularly scheduled to work 40 hours a week are eligible for eight (8) hours pay. Employees working between 20 and 40-hour weeks will be paid their regularly scheduled pay for that day as holiday pay.

Paid holiday hours will be credited as hours worked for the computation of overtime during the work week in which the holiday occurs.

Exceptions

An exception to this policy may only be made by the Chief People Officer or their designee/Policy Owner. Any violations to this policy are subject to disciplinary action up to and including termination.

Support

Contact the People Service Center at PeopleServiceCenter@Zebra.com.

Issuance and Revision History

Version Number	Summary of Change	Effective Date	Policy Originator
1.0	Original Policy	08/01/2008	Rewards
2.0	Addition of MLK Day for exempt and nonexempt employees and removal of Floating Holidays for exempt employees	01/01/2024	Rewards
3.0	Updated for FTO	04/01/2024	Rewards/Legal
4.0	Removed request for a note from a healthcare professional	01/01/2025	Rewards/Legal