



STATUTORY HOLIDAY PAY POLICY

Intent

The Authentic T-Shirt Company®/SanMar Canada, (the Company), is excited to provide team members with the opportunity to voluntarily earn additional pay and time off, as the Company will be open for two (2) statutory holidays each calendar year. As part of our Values, Vision and Mission Statement, this decision not only allows the Company to continue to provide excellent service to our customers, but defines who we are in supporting our employees, giving them the chance to earn additional wages and paid time off. The Company recognizes employees working on a statutory holiday and is committed to rewarding them for their efforts.

In This Policy, You Will Find:

- Statutory Holiday Pay Eligibility
- Statutory Holiday Pay
- Statutory Holidays the Company will be Open
- Statutory Holidays the Company will be Closed

Statutory Holiday Pay Eligibility

To be eligible for statutory holiday pay a regular employee must:

- For **British Columbia:**
 - Have been employed for 30 calendar days before the statutory holiday; and
 - Have worked or earned wages on 15 of the 30 days immediately before the statutory holiday;
- For **Alberta, Manitoba, Ontario:**
 - Work their last regularly scheduled day of work before **and** the first regularly scheduled day of work after any/all of the statutory holidays;
- For **Quebec:**
 - Work their last regularly scheduled day of work before **or** the first regularly scheduled day of work after any/all of the statutory holidays.
- For **Nova Scotia:**
 - Be entitled to receive pay for at least 15 of the 30 calendar days before the holiday;
 - Work their last regularly scheduled day of work before **and** the first regularly scheduled day of work after any/all of the statutory holidays

Statutory Holiday Pay

- An employee will earn statutory holiday pay for one and a half (1.5) times their regular rate of pay PLUS an additional paid day off (hours are subject to provincial payroll calculations).

Choosing to work on a statutory holiday is on a voluntary basis; however, it is management's discretion to schedule department staffing based on department needs. Not all volunteers may be selected.

Statutory Holidays the Company will Remain Open

- National Truth and Reconciliation Day
- Remembrance Day

Statutory Holidays the Company will be Closed

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday (August)
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

Acknowledgement and Agreement

By affixing my digital signature to this document, I confirm my acceptance of the Statutory Holiday Pay Policy. I understand all of its rules, policies, terms and conditions and agree to abide by them and any amendments that may be issued. I understand that this policy may be amended and adjusted as needed. I understand that my compliance with this policy is a condition of my employment, and any violation may result in disciplinary action up to and including termination of employment with just cause.