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	Policy #: HR 7.5	Effective Date: 6/10/2021	
	Approved by: Lawrence Anderson, CHRO		

Molina Healthcare, Inc. and its subsidiaries (“Molina” or “Company”) recognizes 10 holidays annually. Holidays are subject to change based on business need, calendar year cycle and may vary by location.

Eligibility

All employees designated as full-time and part-time employees in active status are eligible for holiday pay in accordance with their regular work schedule. Employees who are on a leave of absence are not eligible for holiday pay. Per diem employees are eligible for holiday pay if they are regularly scheduled to work on a holiday.

Schedule

Below is a list of approved Molina holidays by region. Assigned dates will be shared annually with employees in advance of the start of the calendar year.

Holiday

- New Year’s Day
- January 6th (Puerto Rico only)
- Martin Luther King Jr Day (U.S. only)
- Good Friday (Puerto Rico only)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve ½ day
- Christmas Day
- New Year’s Eve ½ day
- Floating Holiday (U.S. only)

Where Holidays fall on a weekend, Molina reserves the right to adjust the schedule above. In the event that an individual resigns from Molina Healthcare, efforts should be made to avoid circumstances where the last day of employment falls on a company recognized holiday.

Pay

Holidays begin at 12:01 am on the assigned date and end at 12:00 am the following day. Holiday pay does not include shift differentials, stipends or other forms of special compensation, and holiday hours not worked are not considered time worked for purposes of determining overtime, commissions or bonuses.

Compressed Work Week

If an employee works a compressed work week, they will receive 8 hours of holiday pay if they are regularly scheduled to work on that day. Managers and employees have two (2) options to achieve a standard 40-hour work week. PTO may be used to supplement the employee’s hours for the remaining hours normally worked, or the employee may adjust their schedule to a standard 8-hour work week.

Below is an example:

Schedule	Monday	Tuesday	Wednesday Scheduled Day off	Thursday	Friday
Regular non-Holiday week 4 days – 10 hours/day	10 hours work	10 hours work		10 hours work	10 hours work
Option 1 Holiday on a Monday – Add 2 hours PTO	8 hours Holiday 2 hours PTO	10 hours work		10 hours work	10 hours work
Option 2 Holiday on a Monday – 8 hours/day	8 hours Holiday	8 hours work	8 hours work	8 hours work	8 hours work

Employees who do not work on a holiday that falls on a regularly scheduled work day will be paid no more than eight hours. If a Company holiday falls on a day where PTO was otherwise scheduled, the day will be counted as a holiday and no PTO will be depleted.

Holiday Falls Outside of Regular Schedule

When a Company observed holiday falls on a day outside of an employee’s regularly scheduled work week, full-time employees may take an alternate day off, during the same work week, in coordination with their manager. Per diem employees are not eligible to swap days.

Example: Regular schedule is Sunday – Thursday with a holiday falling on a Friday. All Full-time employees may coordinate with their manager to take a single day off between Sunday – Thursday of the same week.

Holiday Worked

Non-exempt and per diem employees who are required to work on a Company observed holiday will receive eight hours of holiday pay in addition to their regular rate, which includes applicable shift differentials, stipends or other forms of special compensation normally paid during regular work hours. These employees will not be eligible to swap the holiday pay for another day off in the same workweek.

Floating Holidays

Regular full time employees hired on or before September 30th of the current year are eligible to receive the floating holiday for the current year. The floating holiday may be taken on any day of the calendar year, and should be approved by management, in accordance with PTO scheduling. Floating holidays must be used before the end of the calendar year. Unused floating holidays will not carry over, nor will it be paid out.