



TO: PE Affiliated Centers

FROM: Tricia Pickford

**SUBJECT: 2011 Company Holiday Schedule**

DATE: December 2010

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**Holiday Pay**

Employees receive payment for days when the Company chooses to close if the employee is normally scheduled to work the day of the Company closing. Employees are compensated for the hours they are regularly scheduled to work. Employees on a leave of absence are not actively at work and will not be paid for holiday.

**Floating Holiday**

All full-time employees are eligible for 1 Floating Holiday to be used in 2011. The Floating Holiday is not eligible to be carried over into the next calendar year. \*

<b>Date</b>	<b>Holiday</b>
<b>Friday, December 31, 2010</b>	<b>New Year's Eve (also on 2010 schedule)</b>
<b>Monday, May 30, 2011</b>	<b>Memorial Day</b>
<b>Monday, July 4, 2011</b>	<b>Independence Day</b>
<b>Monday, September 5, 2011</b>	<b>Labor Day</b>
<b>Thursday, November 24, 2011</b>	<b>Thanksgiving Day</b>
<b>Friday, November 25, 2011</b>	<b>Day after Thanksgiving</b>
<b>Monday, December 26, 2011</b>	<b>Christmas Holiday</b>
<b>Monday, January 2, 2012</b>	<b>New Year's Holiday</b>

\*Note: This applies to centers who offer a Floating Holiday in addition to scheduled holidays.