



TO: All PE Employees

FROM: Tricia Pickford

SUBJECT: 2012 Company Holiday Schedule

DATE: December 2011

As we move into 2012, we want to make sure that you mark the following dates as dates that Physicians Endoscopy will be closed in observance of Company Holidays.

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 2012. The Floating Holiday is not eligible to be carried over into the next calendar year. Employees hired October 1 or later will not be eligible for a Floating Holiday in their first calendar year of employment.

Date	Holiday
Monday, January 2, 2012	New Year's Holiday
Monday, May 28, 2012	Memorial Day
Wednesday, July 4, 2012	Independence Day
Monday, September 3, 2012	Labor Day
Thursday, November 22, 2012	Thanksgiving Day
Friday, November 23, 2012	Day after Thanksgiving
Monday, December 24, 2012	Christmas Eve Holiday
Tuesday, December 25, 2012	Christmas Holiday