



U.S. Holiday Pay Program

Updated February 2026

We are pleased to provide a U.S. Holiday Pay Program to acknowledge candidates who work with us on a regular and consistent basis. In doing so, we also must keep in mind service to our clients. Many of the criteria for this program are designed around those considerations.

POLICY:

Candidates who meet the eligibility criteria may receive up to three (3) paid holidays per calendar year. The number of paid holidays in a calendar year is determined by when the candidate meets the eligibility criteria.

When am I eligible for holiday pay?

To receive holiday pay, the candidate must meet all of the eligibility criteria below.

- Work more than 1500 hours in a trailing 12-month period; the number of hours each candidate worked will be calculated one (1) week prior to each of the holidays listed below.
- Work for Creative Circle the day before or the day after an observed holiday.
- A request for holiday paid time off can only be submitted for a holiday on the list below. The candidates' current client must be observing the holiday.

How will my holiday pay be calculated?

- Holiday pay will be calculated by taking your current hourly rate of pay on the day of the observed holiday and multiplying it by the number of hours you regularly work on that day up to eight (8) hours.

PROCESS:

- 1) Candidates who are determined to be eligible based on hours worked will receive an email from Creative Circle Payroll informing them of their eligibility prior to the holidays listed below.

The list of holidays* that eligible candidates may choose from to receive holiday pay are:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

* If our Client is open for business and work is available then it is not considered an eligible Holiday for the Holiday Pay Program.

- 2) If eligible and you wish to receive holiday pay, you must submit your time for that week as normal, and leave the holiday blank. Once your timecard is submitted, email Payroll@creativecircle.com to inform Payroll that you took a holiday off.
- 3) Payroll will confirm that you worked the day before and the day after the holiday. Upon confirmation, you'll receive holiday pay on the same paycheck for the hours worked that week.

Paying Holiday Pay: Payment may be received two (2) weeks or more after the observed holiday depending on what day of the week the observed holiday falls and the ability to confirm eligibility in the program.

Cash-Out Provision: Holiday pay will not be paid out in lieu of taking paid holiday. You may not bank paid holidays or use them consecutively or use them for any other purpose.

Carry-over Provision: The Holiday Pay Program is managed on a calendar year basis. Paid holidays do not carry over from one calendar year to the next.

This program may change at any time in the future. We will do our best to keep you informed of those changes, however, changes may occur without notice.