



Holiday Policy

As an employee of San Diego Insurance Temps, Inc. dba A-Star Staffing, you become eligible for paid holiday time:

1. After you have accrued 1,040 hours of employment through A-Star Staffing without a lapse of 180 calendar days or more between job assignments;
2. You are regularly scheduled to work on the day on which the holiday is observed;

AND

3. You work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor or the absence is otherwise protected by law.

Once eligible for holiday pay, you are entitled to seven paid holidays per year. A-Star Staffing observes the following paid holidays:

1. January 1 (New Year's Day)
2. Memorial Day
3. July 4th (Independence Day)
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

The seventh holiday is a Floater Holiday and can only be used for one of the following per calendar year: Columbus Day, Martin Luther King Day, Presidents Day, Veterans Day, Friday after Thanksgiving OR Christmas Eve.

- Holiday pay is not available to payroll service employees.
- If you are eligible for holiday pay and required to work on a scheduled holiday listed below, you will receive straight time pay.
- Your accrual of hours will start over at zero if there has been a lapse of 180 calendar days or more between job assignments.