

PSEG Holiday Policy

A regular or temporary employee is eligible for a holiday off with regular pay if the holiday is observed on one of the regularly scheduled basic workdays within the basic 5 day workweek provided the employee worked on either the last regularly scheduled basic work day before the holiday, the next regularly scheduled basic workday after the holiday, or was absent with pay on either or both of these scheduled basic work days due to illness or injury, vacation, jury duty or death in family.

Normally, an employee shall not be paid for the holiday if absent without pay on both the last regularly scheduled basic workday before the holiday and the next regularly scheduled basic workday after the holiday.

The following table reflects the holiday schedule:

Holiday Schedule	Date Observed¹	MAST Associates²	IBEW OPEIU	UCA	L855 CGW
New Year's Day	January 1	Holiday	Holiday	Holiday	Holiday
Lincoln's Birthday	February 12	Floating Holiday	Floating Holiday	Floating Holiday	Floating Holiday
Washington's Birthday	Third Monday in February	Holiday	Holiday	Holiday	Holiday
Good Friday	Friday before Easter	Floating Holiday	Holiday	Holiday	Holiday
Memorial Day	Last Monday in May	Holiday	Holiday	Holiday	Holiday
Independence Day	July 4	Holiday	Holiday	Holiday	Holiday
Labor Day	First Monday in September	Holiday	Holiday	Holiday	Holiday
Columbus Day	Second Monday in October	Floating Holiday	Floating Holiday	Floating Holiday	Floating Holiday
Election Day	Tuesday following first Monday in November	Floating Holiday	Holiday	Workday	Workday
Veterans Day	November 11	Workday	Holiday	Floating Holiday	Holiday
Thanksgiving Day	Fourth Thursday in November	Holiday	Holiday	Holiday	Holiday
Friday after Thanksgiving Day	Friday after Thanksgiving Day	Holiday	workday	Holiday	Holiday
Christmas Day	December 25	Holiday	Holiday	Holiday	Holiday

Notes

¹ Holidays occurring on Sunday will be observed on the succeeding Monday. Holidays occurring on Saturday will be observed on the preceding Friday.

² MAST associates supervising represented employees may follow the schedule shown below as determined by associate's department.

Schedule for Holidays and Floating Holidays for MAST Associates Supervising Represented Employees, As Determined By Department Head:

Holiday	MAST	IBEW OPEIU	MAST	UCA	MAST	L855 CGW
New Year's Day	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Lincoln's Birthday	Floating Holiday	Floating Holiday	Floating Holiday	Floating Holiday	Floating Holiday	Floating Holiday
Washington's Birthday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Good Friday	Floating Holiday (fixed)	Holiday	Floating Holiday (fixed)	Holiday	Floating Holiday (fixed)	Holiday
Memorial Day	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Independence Day	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Labor Day	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Columbus Day	Floating Holiday	Floating Holiday	Floating Holiday	Floating Holiday	Floating Holiday	Floating Holiday
Election Day	Floating Holiday (fixed)	Holiday	Workday	Workday	Workday	Workday
Veterans Day	Holiday	Holiday	Floating Holiday	Floating Holiday	Floating Holiday (fixed)	Holiday
Thanksgiving Day	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Friday after Thanksgiving Day	Workday	Workday	Holiday	Holiday	Holiday	Holiday
Christmas Day	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday

Blue shaded portions indicate a variation on the standard MAST schedule designed to match the represented employee schedule.

Green shaded portions indicate a variation and an SAP schedule change is required.

Floating Holiday (fixed) = MAST supervisors take as Floating Holiday, recording the time as Floating Holiday in CATS.

Floating Holiday Guidelines

Regular employees who are regularly scheduled to work at least 20 hours per week are eligible for floating holidays as follows:

- Employees regularly scheduled full time or 40 hours per week are eligible for 4 floating holidays.
- Employees regularly scheduled for 20-23 hours per week are eligible for 1 floating holiday, 24-31 hours per week = 2 floating holidays, and 32-39 per week = 3 floating holidays.
- Temporary and work study employees are not eligible for floating holidays, unless a labor agreement indicates otherwise.

- The Company recognizes 12 holidays in each full calendar year. Unless operating conditions or bargaining unit agreements provide otherwise, 8 holidays shall be designated and 4 selected as floating holidays.
- Application of floating holidays to non-union employees at field locations will be determined by the appropriate departmental management and applicable union contracts.

The following chart applies to new employees and to employees who leave the Company for any reason.

Floating Holidays

Period During Which Hired or Terminated	During the First Year of Employment (Provided employee is on the active payroll as of January 1 of the following year)	During the Year in Which the Employee Leaves the Company
Jan. 1 - March 31	4 Days	1 Day
April 1 - June 30	3 Days	2 Days
July 1 - Sept. 30	2 Days	3 Days
Oct. 1 - Dec. 31	1 Day	4 Days

Floating Holidays for employees hired and terminated in the same calendar year:

Period Hired	Period Terminated	Floating Holidays
1	1	0
1	2	1
1	3	2
1	4	3
2	2	0
2	3	1
2	4	2
3	3	0
3	4	1
4	4	0

Guidelines

Eligible employees must be permitted to take 4 floating holiday during the calendar year.

Every effort should be made to accommodate employees who request floating holidays for use as days of special observance.

Employees may select floating holidays when operating conditions are such that they can be spared on the days selected.

Holidays designated as floating shall be selected after January 1st, but no later than the time vacations are normally selected and shall not affect established vacation selection procedures. If the date on which an employee elects to take a holiday, designated as floating, has been approved by management and that employee is subsequently required to work on that day, at the employee's option, he/she will be permitted to reschedule the day or work at holiday premium rates.

Employees may change the selection date for floating holidays where operating conditions permit.

Employees may not schedule a floating holiday on a regularly scheduled day off.

Carryover

Unlike vacations, there will be no carry over of holidays, designated as floating, into the next calendar year. Employees who fail to take a floating holiday during the calendar year will not receive pay in lieu thereof. An exception: when an employee is unable to take the floating holidays before the end of the year due to a disability, the employee will be allowed to carry over the unused days through March of the following year.

Death

In the event of the death of an employee who has worked any portion of a calendar year and who has not taken the floating holidays to which entitled, payment for the unused days (s) will be made on the final paycheck.

Employees Who Leave the Company

An employee resigning from the Company may be requested to work on a previously scheduled floating holiday if so required to meet the needs of the business. In this instance, an additional day's pay will be given in lieu thereof.

Employees who leave the Company and who have taken floating holidays to which they are not entitled, as provided by the chart above, will have payment for these days deducted from their final paycheck.

Transfer

Employees transferring to a field location, which does not participate in the floating holidays program, from the General Office will, if necessary, have previously taken floating holidays reclassified as vacation days if the total number of holidays plus floating holidays exceeds 12 in a calendar year.

Employees transferring to the General Office from a field location which does not participate in the floating holidays program, shall be granted an appropriate number of floating holidays to insure the employee receives 12 holidays in the calendar year in which transferred.

Disability

An employee who becomes ill or is injured prior to the start of a scheduled floating holiday and is absent due to such illness or injury during the period or periods scheduled for the floating holidays, shall have the floating holiday(s) postponed until the employee has recovered sufficiently to be able to return to work.

Employees on disability benefits into the next calendar year, but not actually at work in that calendar year, will be eligible to floating holidays for that year in accordance with the Floating Holidays table above.

Employees on disability benefits into the next calendar year will be eligible to have all earned but unpaid Floating Holidays included in their final pay.