

## **Media Source, Inc. Holiday Schedule 2025**

<b>January 1, 2025</b>	<b>New Year's Day (Wednesday)</b>
<b>January 20, 2025</b>	<b>Martin Luther King Day (Monday)</b>
<b>May 26, 2025</b>	<b>Memorial Day (Monday)</b>
<b>June 19, 2025</b>	<b>Juneteenth (Thursday)</b>
<b>July 4, 2025</b>	<b>Independence Day (Friday)</b>
<b>September 1, 2025</b>	<b>Labor Day (Monday)</b>
<b>November 27, 2025</b>	<b>Thanksgiving Day (Thursday)</b>
<b>November 28, 2025</b>	<b>Day after Thanksgiving (Friday)</b>
<b>December 25, 2025</b>	<b>Christmas (Thursday)</b>
<b>Up to 2 Floating Holidays**</b>	<b>Employee's discretion with manager approval Used in full day increment only</b>
<b>1 Volunteer Day Off</b>	<b>Can be used 1 full day or 2 half days</b>

### **Floating Holiday & Volunteer Day Off**

- To receive (2) floating holidays & (1) service day in your year of hire you must begin work not later than June 30<sup>th</sup>.
- Hired between July 1<sup>st</sup> and September 30<sup>th</sup> you are eligible to receive one (1) floating holiday & (1) service day to be used during the calendar year.
- Hired October 1<sup>st</sup> or after you will not be eligible to receive floating holidays or service day until January 1<sup>st</sup> of the following year.
- Floating holidays and service day may not be carried into the next year.

### **PTO & Carryover PTO**

- You will start to earn PTO (Paid Time Off) immediately upon hire. There is no waiting period to utilize PTO
- Full time employees earn PTO on a bi-weekly schedule based upon tenure:
  - 1 year (0-11 months) – 4 PTO hours earned per pay period
  - 1 – 5 years (12 – 59 months) – 5.54 PTO hours earned per pay period
  - 5 – 10 years (60 – 119 months) – 7.08 PTO hours earned per pay period
  - 10+ (120 months +) – 8.62 PTO hours earned per pay period
- Part time employees do not earn PTO. Part-time employees received holiday pay, floating holidays & volunteer day off based upon their reduced work schedule.
- Employees may carry over up to 5 days (40 hours) of PTO into the new year, to be used by July 31<sup>st</sup> of the carry over year.

PTO Balances can be seen in ADP employee portal ADP. Myself / Time Off / Time Off Balances  
All time off request are made by the employee in ADP.