

MEMORANDUM



TO: All U.S. Operations Branch and MedTrans Employees
FROM: Elliot Santner, SVP Total Rewards
DATE: November 4, 2025
RE: 2026 U.S. Holiday Schedule – Operations

We are pleased to announce the holiday schedule for Operations facilities located in the U.S. In addition to the seven Medline designated holidays below, employees may be eligible for up to two floating holidays, for a total of nine holidays. Some manufacturing and distribution locations may designate the floating holidays to work around production schedules and customer demand.

2026 Holiday Schedule

	Date	Day	General Holiday Schedule
1	Jan. 1	Thursday	New Year's Day
2	May 25	Monday	Memorial Day
3	July 3	Friday	Independence Day - recognized
4	Sept. 7	Monday	Labor Day
5	Nov. 26	Thursday	Thanksgiving
6	Nov. 27	Friday	Day After Thanksgiving
7	Dec. 25	Friday	Christmas
8 - 9	To Be Determined		Two Floating Holidays – selected by employee with manager's approval

Holidays remaining for the rest of the 2025 calendar year include:

Nov. 27	Thursday	Thanksgiving
Nov. 28	Friday	Day After Thanksgiving
Dec. 25	Thursday	Christmas

Holiday Pay for Full-time 10 or 12-Hour Shift Employees

If 10 or 12-hour shift employees are scheduled to work on a designated holiday or designated floating holiday, they will receive 10 or 12 hours of holiday pay as applicable. If these employees are not scheduled to work (or are on approved paid time off) on a designated holiday or floating holiday, they will receive eight hours of holiday pay.

Administration Instructions for Full-time 10 or 12-Hour Shift Employees

UKG Managers must take additional action for 10 or 12-hour shift employees when a designated holiday falls on a **scheduled** workday of an individual because UKG auto populates only eight-hour holidays. The UKG Manager must add a row when a holiday falls on a **scheduled** workday for a 10 or 12-hour shift employee and add two or four hours of Holiday Credit to ensure the employee receives 10 or 12 hours of holiday pay. If the designated holiday falls on an **unscheduled** workday, no further action is needed because the employee only receives an eight-hour holiday for **unscheduled** workdays.

Floating Holidays

Non-designated floating holidays for all full-time employees, regardless of shift, are typically paid as an eight-hour holiday. If a 10 or 12-hour shift person requests a longer day, then they will have reduced hours available for their second floating holiday. The annual floating holiday balance is capped at 16 hours for all full-time employees.



Customer Needs

While we recognize and are sensitive to the fact that all holidays are important to employees and their families, we also recognize that Medline has an obligation to continue to provide critically needed products to patients. We have some customers for whom deliveries cannot be interrupted and require six or seven day per week deliveries to support their patients. As a result, some locations must be staffed on some designated holidays. The local leader will determine the necessary schedule based on customer requirements.

If a facility must be staffed on a designated holiday, the local leader will ask for volunteers who are trained and able to do the work needed. If there are not enough volunteers, the leader will assign employees based on seniority (the least tenured employees will be selected first). Volunteers who are selected and work will be paid for all hours worked on that day but not less than four hours. The rate of pay for hourly employees who work on a recognized holiday is 1.5 times their normal hourly rate in addition to up to eight hours of holiday pay at their normal rate. Salaried employees who work a holiday should coordinate with local management to plan an alternate floating holiday. Local management will make every effort to notify the location of its plans to work a designated holiday as far in advance as possible.

If you have any questions, contact your supervisor or Human Resources representative.

