



Floating Holiday Policy

Medline employees have the opportunity to celebrate holidays and days of remembrance to meet their own personal needs through floating holidays. These floating holidays allow employees to choose a day of significance to them and/or their families as a paid day off in recognition of our employees' diverse needs and interests. This policy is effective January 1, 2024, and supersedes the Employee Designated Holidays policy set forth in Medline's Employee Handbook 2023.

Eligibility

Benefit eligible employees receive up to two floating holidays per year paid at their base wage rate.

- Regular full-time employees who are scheduled to work 40 or more hours per week are eligible for two floating holidays, typically paid as eight-hour days. Employees who work more than eight hours per day may request a full day for their first floating holiday and a partial day for their second floating holiday. All full-time employees are capped at 16 hours of floating holiday pay per year.
- Regular part-time employees who are scheduled to work 30-39 hours per week are eligible for two floating holidays, paid as six-hour days.
- Employees who are scheduled to work less than 30 hours per week or who work in seasonal or temporary roles are not eligible for floating holidays.

For new hires, floating holidays are determined by their date of hire. If hired between January 1 and July 7, the employee will receive two days. If hired between July 8 and October 31, the employee will receive one floating holiday. If hired on or after November 1, the employee will not receive any floating holidays until the beginning of the next calendar year.

Events that Qualify as Floating Holidays

A floating holiday must be tied to a specific event listed below, for example:

- Religious holiday (+/- three days)
- Observance of a holiday not observed by Medline (+/- three days)
- Employee's birthday (+/- three days)
- Employee's employment anniversary with Medline (+/- three days)
- The employee's wedding anniversary or day they became a registered domestic partner (+/- three days)

While most employees choose how to use these floating holidays, certain locations may designate the floating holidays for the site to work around production schedules and customer demand.

How to Use a Floating Holiday

To use a floating holiday, employees need to obtain approval from their supervisor and record it in Medline's timekeeping system. The supervisor has the authority to deny the requested time off if it interferes with business operations and/or to cancel previously approved requests. Floating holidays cannot be used in place of vacation or sick days.

Unused Floating Holidays

Unused days do not rollover from year to year and are forfeited as of December 31. Employees whose employment ends for any reason will not be paid for unused floating holidays.

Questions? Contact your HR representative or the Medline's Benefits Team at <https://medlineHR.zendesk.com> or call 800-811-8750.