

# MEMORANDUM



**TO:** Plant Employees at Laredo  
**FROM:** Elliot Santner, SVP Total Rewards  
**DATE:** November 4, 2025  
**RE:** 2026 U.S. Holiday Schedule – Laredo

We are pleased to announce the holiday schedule for the Laredo Plant. In addition to the seven core Medline designated holidays, employees may be eligible for up to two floating holidays. The Laredo Plant designates 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	April 3	Friday	Good Friday – Designated Floating Holiday
3	May 25	Monday	Memorial Day
4	July 3	Friday	Independence Day - Recognized
5	Sept. 7	Monday	Labor Day
6	Nov. 26	Thursday	Thanksgiving
7	Nov. 27	Friday	Day After Thanksgiving
8	Dec. 24	Thursday	Christmas Eve – Designated Floating Holiday
9	Dec. 25	Friday	Christmas

If other employees work inside the plant (i.e., onsite Quality personnel), they will follow the designated floating holidays for the plant as well.

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

Nov. 27	Thursday	Thanksgiving
Nov. 28	Friday	Day After Thanksgiving
Dec. 24	Wednesday	Christmas Eve
Dec. 25	Thursday	Christmas

### Holiday Pay for Full-time 12-Hour Shift Employees

If 12-hour shift employees are scheduled to work on a designated holiday or designated floating holiday, they will receive 12 hours of holiday pay. 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 12-Hour Shift Employees

UKG Managers must take additional action for 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 12-hour shift employee and add four hours of Holiday Credit to ensure the employee receives 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.

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.

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

