

MEMORANDUM



TO: All U.S. Employees of Medline and its subsidiaries excluding Operations and Laredo
FROM: Elliot Santner, SVP Total Rewards
DATE: November 4, 2025
RE: 2026 U.S. Holiday Schedule – General

We are pleased to announce the holiday schedule for U.S. facilities. Employees will have seven designated holidays during 2026. In addition, 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. Some sites may also have specific needs that warrant a different local schedule such as compressed workweeks or shifts that fall over a weekend.

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 12-Hour Shift Employees

Some of our sites that follow this General Holiday Schedule have alternative shifts including compressed workweeks. If 12-hour shift employees are scheduled to work on a designated 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, 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.

