



Following is an excerpt from the GSG Employee Handbook explaining the qualifications for Holiday Pay.

### **HOLIDAY PAY QUALIFICATIONS (Texas Employees Only)**

- Employees that have worked 500 consecutive hours in the 16 weeks directly preceding a GSG holiday are eligible for Holiday pay.
- The candidate must also work 80 hours or more in the 2 weeks preceding the Holiday to be eligible.
- Holiday pay is paid at the rate the employee is currently receiving for their assignment.
- Holiday pay is for eight (8) hours.
- If the employee is on an assignment where the client is requiring them to work on a GSG paid holiday, the employee will receive pay for the hours worked as well as eight hours of Holiday pay.
- To be eligible, an employee must also work the last scheduled day directly prior to and after the holiday. Holiday pay does not count towards overtime.

### **For 2020, the following holidays will be observed:**

New Year's Day  
Memorial Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving Day  
Christmas Day

GSG Talent Solutions performs routine mass audits to determine Holiday Pay eligibility. We do not perform individual time audits on demand.

If you wish to take time off in conjunction with a paid holiday:

- It must be approved by your on-site supervisor in advance
- An email confirming approval must be sent to your GSG Talent Solutions Recruiter or Payroll Administrator BEFORE payroll for the holiday is processed.

**Currently, all States Outside of Texas are on a State-by-State basis.**

**NOTE:** Taking days off in conjunction with a paid holiday without advanced supervisor's approval will revoke your holiday pay. Failure to provide documentation of advanced approval to GSG before the holiday can result in your holiday pay being delayed.

If you have any additional questions, please contact the GSG Payroll Specialist at [payroll@gsgtalentsolutions.com](mailto:payroll@gsgtalentsolutions.com) or Direct/Text/Fax: 512.637.7533

*Updated 12/4/2020*