



Holidays

Entergy system policy
Rev.15.2 | 2/3/2025

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Our values

- safety
- teamwork
- always learning
- integrity
- respect



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Why do we need this policy?

1.1 What is the purpose of the Holidays policy?

- This Policy identifies Company-recognized holidays and those employees eligible for holiday-related benefits and determines when Company-recognized holidays will be observed and can be used by Eligible Employees. Refer to the [Time Entry and Pay Policy](#) for instructions on how Eligible Employees are to be paid when they work on Company observed holidays or when a Company observed holiday falls on a scheduled day off.
- **If you have questions related to this Policy, please contact the [Self-Service Portal](#) or 844-ETR-Work.**

1.2 What are our responsibilities?

- **1.2.1 The Director, Leave & Other Programs** is responsible for interpreting, administering, and maintaining of this Policy.
- **1.2.2 The senior-most System Officer with responsibility for Human Resources** or his or her delegate has the ultimate authority and discretion to determine eligibility and to otherwise interpret all terms of this Policy.
- **1.2.3 Eligible Employees** are responsible for requesting and receiving approval to use Floating Holidays or defer Company observed holidays should they be scheduled to work on a Company observed holiday. They are also responsible for ensuring all holiday time is accurate on their timesheet or in the Company's time entry reporting system within the current pay period; and making necessary corrections within 60 days of absence event date.
- **1.2.4 Supervisors** are responsible for approving and monitoring the use of Floating Holidays and deferred Company observed holidays (in the event of a holiday worked), as well as approving the appropriate time recording in the time entry system.
- **1.2.5 All employees of Entergy** are responsible for reporting known, suspected, or potential violations of this Policy by following the procedures described in the Reporting Violations Policy.



What do we need to know?

2.1 Company observed holidays

Company Observed Holidays are listed below. With the exception of Floating Holidays, the calendar day of observance of each holiday during a particular calendar year shall be specified by Entergy in the [Company-published Annual Holiday Schedule](#) for that year. Company Observed Holidays must be taken in the calendar year in which they occur.

- New Year's Day
- Martin Luther King Jr. Day
- Floating Holiday tied to Mardi Gras (for the New Orleans area) or March 1 (all other locations)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- Floating Holiday tied to Eligible Employee's Birthday
- Floating Holiday tied to Eligible Employee's Hire Anniversary

2.2 Eligibility for Floating Holiday

- **2.2.1 First year of employment** – Eligible Employees are eligible for Floating Holidays, provided they are actively employed on the day tied to the Floating Holiday, and they may schedule and take a Floating Holiday anytime during the calendar year, with supervisor approval.
- **2.2.2 Subsequent years of employment** - Eligible Employees are eligible for all Floating Holidays as of January 1 of the calendar year and may schedule and take a Floating Holiday anytime during the calendar year, with supervisor approval.

2.3 Loss of Floating Holiday

Floating Holidays for a particular calendar year must be taken during that same calendar year. Floating Holidays may not be carried over and will not be paid for if not used.



2.4 Working on a scheduled holiday

Refer to the [Time Entry and Pay Policy](#) for appropriate treatment when a Company observed holiday falls on an Eligible Employee's scheduled workday and the employee is required to work.

2.5 Holiday time and pay

Company observed holidays shall be recorded and will be paid for a period of eight hours, regardless of the number of hours an Eligible Employee is otherwise scheduled to work on that day. Refer to the [Time Entry and Pay Policy](#) for appropriate treatment of additional hours in excess of eight hours, if any, normally scheduled to be worked on that day.

2.6 Holiday during vacation

Any Company observed holiday occurring during an Eligible Employee's scheduled vacation will be paid as holiday pay. Refer to the [Time Entry and Pay Policy](#) for appropriate treatment of additional hours in excess of eight hours, if any, normally scheduled to be worked on that day.

2.7 Holiday during leave

Unless otherwise required by law, an Employee is not eligible for holiday pay while the Employee is on Leave, except during the STD Elimination Period. Refer to the Leave of Absence – Short Term Disability Policy. Company-observed Holidays occurring while on Leave also cannot be used prior to or after the Employee's Leave.

2.8 Holiday during scheduled day off

Refer to [Time Entry and Pay Policy](#) for appropriate time entry treatment when a holiday falls on a normally scheduled day off for an Eligible Employee.

2.9 Holidays occurring after termination

Employees will not be paid for any prior, unused holidays or any holidays occurring after their termination date.

2.10 Last day of employment

Employees who are discharged or laid off or who resign (or otherwise separate from employment) cannot use holiday time for their last day of employment.

2.11 Contact the Entergy Ethics Line

All Employees, agents and contractors of Entergy shall immediately report known, suspected, or potential violations of this policy by following the procedures described in the Reporting Violations Policy. That includes reporting the matter to the online Entergy Ethics Line or by calling **1-888-257-ETHIC (3844)**.





If you are unsure of whether to contact the Ethics Line, use the [Should I call the Ethics Line decision tool](#) to guide you in finding the best company resources to discuss and report issues.

Helpful information

Terms to know

- **Eligible Employee** - An employee who: (a) is an active payroll employee of an Entergy System Company who is not on a paid or unpaid leave of absence on the Company-designated observation date of the Holiday; (b) is regularly scheduled to work an average of at least forty (40) hours per week for an Entergy System Company; and (c) is classified by the Company as a regular (non-temporary) full-time employee.
- **Entergy, Entergy System Company, or Company** – Entergy Corporation and all of its subsidiaries and affiliates in which Entergy Corporation has a direct or indirect majority ownership interest.
- **Floating Holiday** - A paid holiday for an Eligible Employee that is tied to one of the following dates:
 - March 1 - for all locations except the New Orleans area;
 - The Eligible Employee's birthday; and
 - The Eligible Employee's employment anniversary date.
- **Leave** – Any paid or unpaid absence, whether approved or not, other than Vacation.
- **Policy** – This Holidays Policy.

Other useful documents

Entergy System Policies & Procedures

- [Attendance & Absenteeism](#)
- [Employment and Benefits Management](#)
- [Leave of Absence – Family and Medical Leave](#)
- [Leave of Absence – Short Term Disability](#)
- [Leave of Absence – Paid Parental Leave](#)
- [Reporting Violations](#)
- [Time Entry and Pay](#)
- [Vacation](#)

For other applicable state/municipality policies contact Sedgwick through [EntergyTotalRewards.com](#), [mySedgwick.com/entergy](#), or by phone at 844-601-7474.



[Company-published Annual Holiday Schedule](#)

Collective Bargaining Agreements – For Eligible Employees covered by a collective bargaining agreement, the applicable collective bargaining governs to the extent it specifically addresses any topic covered by this Policy.

[Code of Integrity](#)

Need more information?

If you have questions related to this Policy, please contact the [Self-Service Portal](#) or **844-ETR-Work**.

To see the revision details of prior versions of this Policy, view the [System Policy Revision Log](#). For prior versions of the Policy, contact the ethics and compliance department (ethics@entergy.com).

Approvals

Title: Holidays	Last Revision: 2/3/2025	Rev. 15.2
Subject Matter Expert: Teresa Gray	Responsible Officer: Kathryn Collins, Chief Human Resources Officer	Approved By: Kathryn Collins

This Policy applies to any and all employees of any Entergy System Company, unless otherwise expressly excluded.

This Policy covers Employees who are represented by a union, except that any conflicting terms of employment in a collective bargaining agreement or other agreement reached with the union(s) shall control. Also, at certain Entergy facilities that were acquired by purchase, agreements have been reached to maintain or establish temporary policies that will be applied to certain Employees at the facility in lieu of this policy. In such cases, the local human resources representative should be contacted for guidance and the applicable policy.

Nothing contained in this Policy should be construed to suggest that employees of a particular subsidiary or affiliate of Entergy corporation are also Employees of Entergy Corporation or any other affiliate or subsidiary of Entergy Corporation. Moreover, this Policy does not create any employment relationship between any person and any Entergy System Company, nor does this Policy confer any contractual right to any person to become or remain an Employee of any Entergy System Company for any definite term or time period.