

DXC/AMERICAS: U.S. HOLIDAY POLICY

Effective Date: 02/18/2020

1. POLICY

1.1. It is the Policy of DXC to observe paid holidays during each calendar year.

2. APPLICABILITY

- 2.1. This Policy applies to all U.S.-based employees of DXC Technology Company and its subsidiaries and affiliates, including but not limited to Enterprise Services LLC and Computer Sciences Corporation (collectively “DXC” or the “Company”) Employees under SCA contracts will follow holiday requirements as determined by the applicable Area Wage Determinations for their contract. However, if any specific provision directly conflicts with country, state, and local laws; regulations; and / or labor agreements, then the relevant law, regulation or labor agreement will supersede that section or provision of this Policy, but the remainder of this Policy will remain in effect.
- 2.2. DXC management reserves the right to schedule paid holidays based on business needs such as regional or local requirements and customs.
- 2.3. Exceptions to this Policy require the prior written approval of the Chief Human Resources Officer.

3. REQUIREMENTS

3.1. Holidays

3.1.1. DXC observes ten scheduled holidays per calendar year in the U.S.

Holiday	Expected Month of Observance
New Year's Day	January
Martin Luther King Jr Day	January
President's Day	February
Memorial Day	May
Independence Day	July
Labor Day	September
Thanksgiving Day	November
Day after Thanksgiving	November
Christmas Eve	December
Christmas Day	December

- 3.1.2. Regular, Limited Term, and temporary full-time, part-time employees, and interns of DXC are eligible to receive holiday pay for scheduled holidays.
- 3.1.3. Holidays occurring on weekends are typically observed the Friday preceding a Saturday holiday or on the Monday following a Sunday holiday, as determined by management.

- 3.1.4. A holiday occurring during scheduled employee vacations will be recorded as holiday rather than vacation time.
- 3.1.5. DXC reserves the right to change the holiday schedule at any time or to require employees to work on holidays based on operational needs.

3.2. **RESTRICTIONS**

- 3.2.1. Neither start of employment nor separation from DXC may become effective on a holiday.
- 3.2.2. Employees on unpaid leave of absence are ineligible for holiday pay.

3.3. **PAY**

- 3.3.1. Non-exempt employees with standard full-time work schedules will receive holiday pay of eight hours at their current base rate of pay. Non-exempt employees whose standard work schedule is fewer than 40 hours per week will receive holiday pay consisting of a pro rata share, based on the employee's regularly scheduled workweek, of eight hours pay.
- 3.3.2. Salary of exempt employees will not be affected by observance of recognized Holidays.
- 3.3.3. Holidays may not be carried over from one calendar year to the next.
- 3.3.4. Holidays are not subject to accrual nor may their value be paid to employees upon separation from DXC.

3.4. **USE AND TIMEKEEPING**

- 3.4.1. Regardless of the total hours that have been worked in the applicable work week, non-exempt employees required to work on a scheduled holiday (unless scheduled holiday is changed with the substitution as described in 3.5 below) will receive pay for each hour they are required to work at one and one-half times their regular hourly rate plus the holiday pay as defined above in 3.3.1. DXC regards this as a form of premium pay. When DXC holidays fall on scheduled workdays of non-exempt employees with work schedules for that day greater than eight hours, either of the following alternatives may apply:
 - 3.4.1.1. Revising the scheduled workweek to enable the employee to work additional hours on another scheduled workday; or
 - 3.4.1.2. Allowing the employee to code vacation hours or leave without pay hours on the holiday so that the total combination of holiday, vacation or Leave Without Pay hours are equal to the number of regularly scheduled hours of the workday.
- 3.4.2. When DXC holidays fall on scheduled workdays of non-exempt employees with work schedules for that day of fewer than eight hours, the employee should record the pro rata share of holiday hours based upon their regularly scheduled workweek hours.
- 3.4.3. Exempt employees observing a holiday should record the day as their pro rata share

of holiday hours based on their regularly scheduled workweek, not to exceed eight hours.

- 3.4.4. Exempt employees required by management to work on scheduled holidays may be permitted to observe the holiday at a later date within the same calendar year, as approved by their manager. Exempt employees should record actual number of hours worked on the holiday in the timekeeping system.
- 3.4.5. When holidays occur on days when exempt or non-exempt employees are not normally scheduled to work, either of the following alternatives may be selected as applicable by the manager in discussion with the employee:
 - 3.4.5.1. Allow the employee to substitute the holiday on a day in the same workweek when the employee is normally scheduled to work.
 - 3.4.5.2. For non-exempt employees only, pay the employee a maximum of an additional eight hours of holiday pay plus overtime.

3.5. SUBSTITUTIONS

- 3.5.1. Substitutions to DXC scheduled holidays may be made by management at any time.
- 3.5.2. When DXC employees work at customer sites, DXC may adhere to customer holiday policies and practices. In such cases, management will determine which holidays, if any, set forth above may be eliminated, substituted or added. Customer holidays may be observed in lieu of, not in addition to, DXC holidays.

4. KEY DEFINITIONS

- 4.1. A **standard workweek schedule** is a pre-arranged schedule specifying the times during a week when an employee is required to be at work or provide excuse for absence.
- 4.2. A **standard full-time workweek schedule** is forty hours consisting of five consecutive eight-hour days.
- 4.3. A **standard workweek** is a period of seven consecutive days whose start is dependent on the legacy payroll system.

5. VIOLATIONS

- 5.1. Any DXC employee who knowingly violates or attempts to violate this Policy shall be subject to disciplinary action, up to and including separation from DXC subject to applicable local employment laws and regulations.

6. RELATED POLICY

- 6.1. NA