

2024 Holiday Schedule

ALL U.S. LOCATIONS

Full-time employees (working 30 hours or more per week) are eligible for the following holidays in 2024:

| Holiday | Day Observed |
|---|---|
| New Year's Day | Monday, January 1 |
| Martin Luther King, Jr. Day | Monday, January 15 |
| Memorial Day | Monday, May 27 |
| Independence Day | Thursday, July 4 |
| Labor Day | Monday, September 2 |
| Thanksgiving Day | Thursday, November 28 |
| Christmas Day | Wednesday, December 25 |
| Three Floating Holidays (excluding Puerto Rico) | Employee Choice (Prorated based on your date of hire) |
| Three Floating Holidays (Puerto Rico) See page 2 for more details. | Observación del Día de Reyes (Sábado, 6 de Enero) Viernes Santo (Viernes, 29 de Marzo) Día de la Constitución (Jueves, 25 de Julio) |

Mountaineers who are veterans, as well as active duty, National Guard or Reservists who are currently serving, and have documented their status in Workday by November 1, are eligible for PTO in observance of Veteran's Day. See page 2 for details.

Information Regarding Holiday Pay

- U.S. (non-Puerto Rico) Iron Mountain employees hired on or before June 30 are eligible for three (3) floating holidays. Employees hired on or after July 1, but before October 1, will be eligible for two (2) floating holidays. Employees hired on or after October 1 will be eligible for one (1) floating holiday.
- Puerto Rico employees will observe Observación del Día de Reyes, Viernes Santo, Día de la Constitución using their three (3) floating holidays.
- Floating holidays must be submitted by employees through Kronos and must be approved by an employee's manager.
- Employees employed at the start of the calendar year will be credited with three (3) floating holidays beginning with the first full pay of the year. Floating holidays must be used by December 31 of the current calendar year or will be forfeited (special rules apply for California). Requests for floating holiday time after December 31 will be applied to available the following calendar year floating holiday time.
- Local management has discretion in holiday administration should compelling situations arise (i.e. – inclement weather, unique/ unexpected situations or state declared holidays). If this occurs, employees may choose one of the following options: Use a floating holiday, vacation day or request unpaid. Requests for floating holiday time are subject to management approval.
- Employees must work their scheduled shift before and after a holiday (including floating holidays) to receive holiday pay.
- If an employee works on a scheduled company holiday, the employee is provided with holiday pay in addition to the hours that were worked. If a holiday falls on the employee's day off, the employee will still receive holiday pay up to a maximum of eight (8) hours of holiday pay. This rule applies to both the actual holiday and/or the observed holiday should the actual holiday fall on a weekend.
- Veteran status must be completed in Workday by November 1 in order to be eligible for Veteran's Day PTO. As with any request for PTO, employees should make sure to inform their managers in advance. For employees who track their PTO using Kronos, this special PTO can be submitted as a "Holiday". Bargaining unit employees will follow their Collective Bargaining Agreement on Holidays. Exceptions are subject to agreement by the company and bargaining representatives.



Questions? Contact your manager or Global HR Service Support at irm.service-now.com/mymap or 1-855-IM-ASK.HR (1-855-462-7547).