Employee Time Off & Payroll Resources



Cacique 2026 Holiday Observance Schedule, Floating Holiday & Birthday Time Off

Holiday	Day Observed
New Year's Day	Thursday, January 1, 2026
Memorial Day	Monday, May 25, 2026
Independence Day	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Thanksgiving Day and Day-After Thanksgiving	Thursday and Friday, November 26 - 27, 2026
Christmas Day	Friday, December 25, 2026
Floating Holiday	16 hours to be requested/taken during the calendar year
Birthday: Paid Time Off	8 hours requested/taken during birthday month

- Cacique provides paid holidays and a birthday "day off" to eligible teammates immediately after the first day of employment.
- The Company may, in its discretion, require teammates to work on a scheduled holiday. If this happens, teammates will be paid their regular rate of pay for hours worked on the holiday and, if eligible, will receive holiday pay for the day.
- Teammates must work their last "full" scheduled workday before the holiday and the first "full" scheduled workday following the holiday or be on approved vacation time to be eligible for holiday pay. All teammates are ineligible for holiday benefits while on an unpaid leave of absence.

Floating Holiday

- Floating Holiday time off is available to request/use during the calendar year, or the time will expire.

Birthday time off

- Birthday time off is available to request/use during the teammate's birthday month or the time will expire.

Hours paid but not worked

Hours paid but not worked, such as holidays, do not count as hours worked for purposes of computing overtime.

For more information on Company holidays or Paid Time Off, please refer to the Cacique Employee Handbook.

Vacation Policy

Paid Vacation Time

Cacique Foods recognizes the importance of providing time off for family, rest and relaxation, and encourages teammates to plan for using earned time off. Full-time and part-time teammates are eligible for paid vacation time. Vacation accrues each pay period during the year while in active employment status. Accordingly, vacation does not accrue during leaves of absence.

Full-time teammates accrue vacation time according to the following:

If the Teammate's Length of Service is…	The BiWeekly Accrual is…	The Annual Accrual Award is...	The Accrual Limit is…
Upon hire through 4 years	3.08 hours	80 hours / 10 days	160 hours / 20 days
Years 5 through 7	4.62 hours	120 hours / 15 days	240 hours / 30 days
Years 8 and beyond	6.16 hours	160 hours / 20 days	320 hours / 40 days

Eligible part-time teammates accrue vacation on a pro-rata basis based on their regular schedule as compared to a 40-hour workweek.

Vacation Guidelines:

- Vacation time may be used once the time has accrued; teammates cannot borrow or request vacation time resulting in a negative vacation balance.
- Vacation time may be taken in 4-hour increments.
- Vacation requests should be submitted in advance; up to 30 days' advance notice is recommended; a longer duration of vacation time off could require more notice.
- Teammates must request vacation using the ADP WFN portal or the ADP Mobile App; the teammate's supervisor will review and approve time off requests. It is recommended to also notify the supervisor/manager in advance of submitting the time off request via ADP.
- Every effort to grant vacation preferences will be made along with consideration of operations schedule needs. If too many requests for the same time period happen, preference may be given based on seniority and/or timing of the request.
- Vacation time use may be mandated in certain instances, to the extent permitted by applicable law.
- For teammates requesting FMLA/LOA time off; accrued vacation time must be used prior to going on an unpaid leave; to the extend permitted by applicable law.
- Pay in lieu of taking vacation time is not provided.

Vacations are paid at the teammate's regular base rate of pay at the time taken. Vacation time off is not counted as hours worked for purposes of calculating overtime.

All accrued, unused vacation will carry over from year to year, up to the accrual limits based on the chart above. Once a teammate reaches the accrual limit, no additional time will accrue until the teammate uses vacation time and their balance goes below the accrual limit. The accruals will then resume, subject to the annual and accrual limits.

Any accrued, unused vacation hours will be paid out upon termination of employment.



Connected virtually. Virtually anywhere.

The ADP Mobile App

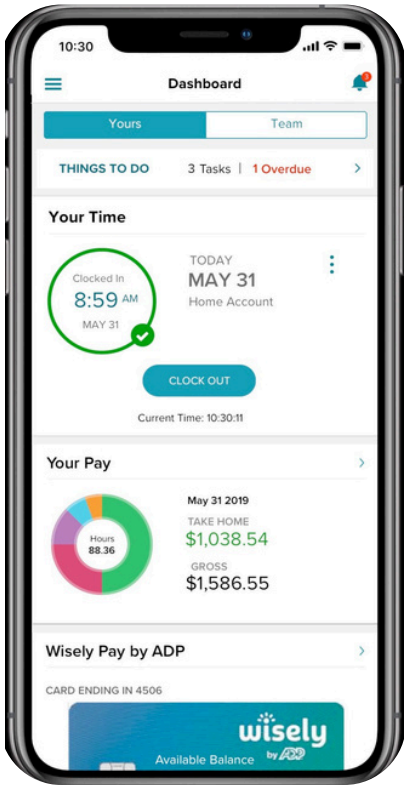
ADP Mobile Solutions app can help you stay connected to the tools and information you need to get paid and understand your pay in an increasingly mobile world.

With the ADP Mobile Solutions app, the following features are available if offered by your employer:

- View pay statements and Forms W-2
- Manage direct deposit and tax withholding
- Compare pay data from multiple pay periods
- Update contact information, emergency contacts, skills, education and more
- Setup notifications to receive pay updates and important company communications
- View time off balances and submit/approve requests
- Clock in/out and submit time sheets
- View benefit plan information
- Change 401(k) contribution rate and view account performance (if through ADP Retirement Services)
- Transfer funds to/from your pay card or deposit funds using mobile deposit functionality

For managers:

- Uncover workforce trends in areas such as turnover and overtime rates to help management improve decision making
- •Approve time cards, time off, team calendars and manage your team from your phone
- And more!



4+ STAR RATED APP

Download at:

Available on the App Store

Get it on Google play

To learn more, go to: Adp.com/gomobile

Always Designing for People™

CACIQUE FOODS
www.Caciquefoods.com

1410 Westridge Circle North
Irving, TX 75038

P: (626) 937 - 3565





Cacique®