**Holiday Policy**

PURPOSE

Savanna has designated certain days during the year as paid holidays for its employees. This policy establishes uniform guidelines to employees regarding paid holidays, administration of paid holidays and employee eligibility.

SCOPE

This policy applies to all regular full-time and regular part-time employees. The eligibility and use of paid holidays is specific to employee classification and job title. Most exempt, rotational employees are not eligible for holiday pay in addition to their weekly salary.

DEFINITIONS

“Holiday pay” is paid time off for hours not worked on a Corporation recognized holiday. Holiday pay will be paid at the employee’s regular base rate of pay and on a pro-rated base rate of pay for part-time employees and employees who work less than 40 hours.

“Regular base rate of pay” refers to the straight-time rate of an employee’s regular work classification exclusive of overtime or premium pay.

POLICY

1.1 Paid Holidays for Exempt and Non-Exempt Non-Rotational Employees

Exempt and non-exempt non-rotational employees receive the following (10) ten paid holidays during each calendar year with some exceptions:

New Year’s Day

President’s Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Savanna will ordinarily observe these holidays on their appointed days (*i.e*. Christmas on December 25) depending on when the holiday(s) fall within a given week. However, holidays that occur on either Saturday or Sunday may be observed on the preceding Friday or following Monday at management’s discretion. Further, production and staffing needs may make it necessary for selected employees to work on such holidays.

Full time, non-exempt employees in this classification scheduled to work 40 hours per week will be paid for (8) hours of Holiday pay for each holiday. If the employee works on a holiday, they will receive pay for time worked in addition to the (8) hours of Holiday pay. Employees in this classification scheduled to work less than 40 hours per week will be eligible for Holiday pay on a pro-rated basis depending on their weekly scheduled hours. A paid holiday does not count towards accumulation of hours worked per week in calculating overtime for the week.

If an exempt employee in this classification is required to work on a paid holiday, another day may be taken off (with supervisory approval) within 30 days in lieu of the paid holiday. If the day off is not taken within 30 days, the employee will forfeit that paid holiday.

Holidays will not be paid to employees on any type of unpaid leave.

Additional PTO or time off without pay may be granted to any employee of whatever classification who desires to observe a religious holiday not currently listed by Savanna in this Policy, provided there would be no undue hardship to the business.

1.2 Paid Holidays for Non-Exempt Rotational Drilling Employees and Rig Managers

Regular, full-time non-exempt rotational Drilling employees and Rig Managers are eligible each calendar year for two (2) of the designated company paid holidays. The two (2) eligible holidays are:

Thanksgiving Day

Christmas Day

If a regular, full-time non-exempt rotational Drilling employee works either Thanksgiving Day or Christmas Day, the employee will be paid eight (8) hours of Holiday pay plus all time worked. Rig Managers working on one of these two paid holidays will receive the Rig Manager defined Holiday pay rate. Rig Managers not scheduled to work on a paid holiday will receive their normal weekly salary.

1.3 Paid Holidays for Non-Exempt Non-Rotational Well Servicing Rig & Shop Employees

Regular, full-time non-exempt non-rotational Well Servicing Rig and Shop employees are eligible each calendar year for eight (8) of the designated company paid holidays. The eight (8) eligible holidays are:

New Year’s Day

President’s Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

If a regular, full-time non-exempt non-rotational Well Servicing Rig or Shop employee works on a holiday, they are paid eight (8) hours of Holiday pay plus all time worked.

1.4 Paid Holidays for Exempt Rotational Employees

Exempt, rotational employees are not eligible for Holiday pay. An employee is expected to work the holiday if it falls within the rotation of his or her schedule. When a holiday occurs during his or her “off” scheduled rotation, the employee is paid their regular rate of pay.

1.5 Paid Holidays for Part-Time Employees

Regular, part-time employees are eligible each calendar year for the above company paid holidays (for the appropriate classification for the part-time employee) dependent on their employee classification and provided the holiday falls on a day in which the employee is normally scheduled to work. Part-time employees are eligible to receive holiday pay on a pro-rated basis based on the individual employee’s base rate of pay and regularly scheduled hours.

1.6 Paid Holidays while on Scheduled Paid Time Off (PTO)

Holidays that fall on a day the employee is scheduled to be off on PTO will be paid as Holiday pay. Please refer to Paid Time Off Policy for additional details.