

FLU CLINIC

Giant Eagle will be hosting our annual Flu and COVID Clinic on Thursday, October 17, 2:30pm - 3:30pm, in the 5th floor Training Room of the Corporate Office. The flu vaccine and the newest COVID vaccine will be available. This is a FREE clinic open to all Crawford Hoying and Brackett employees. More details will be available soon.

FLEXIBLE HOLIDAYS (*Crawford Hoying Employees*)

Employee feedback on our Flexible Holiday policy has been overwhelmingly positive. We are looking forward to its continued success in 2025 and beyond. All eligible employees will select new Flex Holidays for 2025 in December.

The three most selected holidays for 2024 were (in order) Labor Day, Memorial Day, and 4th of July. As a reminder, Crawford Hoying will observe Thanksgiving Day, Christmas Day, and New Year's Day as company holidays. All offices and properties will be closed on those days. Please reach out to your supervisor if you are unsure of your remaining flexible holidays for the year.

UNUSED PTO

As we near the end of the year, we encourage you to review your remaining PTO hours and plan your time off through the end of the year. We ask that you consider upcoming projects, meetings, and department staffing needs when planning your time off.

Crawford Hoying Employees

Non-exempt employees can roll over up to 1.5 times their annual accrual amount into 2025. Unused PTO hours do not roll over for exempt employees. Employees have until December 31 to use any remaining PTO. Please submit all time off requests via ADP for manager approval.

Brackett Builders Employees

Unused PTO hours do not roll over into 2025, and there is no option to cash out unused hours. Employees have until December 31 to use any remaining PTO. Please submit all time off requests via the Viewpoint Portal for manager approval.