

# Retail Holiday Scheduling 2025

*Expert scheduling expectations for Memorial Day, Independence Day, and Labor Day*

## Highlights

- All AT&T Retail employees are anticipated to work 4 days during the following weeks:
  - Memorial Day (May 26, 2025): Week of May 25 – May 31
  - Independence Day (July 4, 2025): Week of June 29 – July 5
  - Labor Day (September 1, 2025): Week of August 31 – September 6
- Bargained employee scheduled to work on Memorial Day, Independence Day, or Labor Day will be given the option to select an additional day of work if desired. This only applies to employees who will be scheduled to work on Memorial Day, Independence Day, and Labor Day, and selecting an additional day of work is optional.
- All bargained employees receive holiday pay for Memorial Day, Independence Day, and Labor Day, in accordance with the guidelines that are outlined in Article 23 - Section 1 of their respective Labor Agreement.
- These guidelines only apply to Memorial Day, Independence Day, and Labor Day. All other holiday weeks are unaffected. Experts will be scheduled to work 5 days on all other holiday weeks.

## Store Manager Actions

- Follow-up with each employee scheduled to work on Memorial Day, Independence Day, and Labor Day to verify if they would like to add an additional day of work to their current schedule.
- Identify areas of your weekly schedule where you see scheduling needs.
  - Create open shifts for those days, based on the number of employees working on Memorial Day, Independence Day, and Labor Day who elect to work an additional day.
  - You may already have existing open shifts to offer if you have had an employee leave your location.
- Assign any open shifts to each employee in the scheduling tool in seniority order as shown in the Schedule Changes Job Aid.

*Note: All references to the term “Expert” in this document relate to the job title Retail Sales Consultant (RSC).*