

# DIVERSITY DAY



## WHAT IS DIVERSITY DAY?

As part of our renewed commitment to Inclusion & Diversity, Diversity Day aims to acknowledge holidays that are not observed by Quest Diagnostics—allowing employees to take a paid holiday of their choice to celebrate a day that is special to them, their family and their culture.

## WHO IS ELIGIBLE ?

All U.S. and Puerto Rico full/part-time employees hired on or prior to September 20, 2022, who work 20 or more hours/week, are eligible for Diversity Day in the current year.

## HOW DO I GET APPROVED FOR DIVERSITY DAY?

Enter your requested date through Workforce Central. Your manager will review your request. Note: Your request will only be denied in the event of negative staffing or business implications. If it is denied, you are encouraged to select another day. We recommend submitting your request as soon as you know the date you want to use. Other than time off that is required by law, all requests for time off including Diversity Day will be evaluated and approved on a first come, first serve basis.

## WHEN CAN I USE A DIVERSITY DAY?

Effective January 1, 2023, you will be able to use your Diversity Day anytime between January 1 and December 31, pending manager approval (see above). Diversity Day can only be used once a year; employees and managers are responsible for tracking these dates.

## WILL DIVERSITY DAY COUNT AGAINST MY PTO?

No. Diversity Day is considered one of the (now) seven paid holidays observed by Quest Diagnostics.

## I RECEIVE MYTIME. WHAT DOES THIS MEAN FOR ME?

You are encouraged to choose a holiday that is meaningful to you and take that day off to recognize Diversity Day.

## HOW MANY HOURS DOES DIVERSITY DAY INCLUDE FOR NON-EXEMPT EMPLOYEES?

The maximum hours that can be applied is eight hours. Employees who work less than 40 hours a week will receive a maximum number of hours for Diversity Day, that equals their hours regularly worked in a week divided by five.

## CAN I SPLIT MY HOURS FOR DIVERSITY DAY INTO TWO SEPARATE DAYS?

No. Employees may apply Diversity Day once per year, regardless of the number of hours submitted. For example, if an employee works four hours, then applies four hours Diversity Day, the employee is not able to apply the remaining four hours of Diversity Day on a different date. Those additional four hours are forfeited for the year.

## WILL MY DIVERSITY DAY ROLL OVER TO THE FOLLOWING YEAR IF I DONT USE?

You are encouraged to choose a holiday that is meaningful to you and take that day off to recognize Diversity Day.

## IF I GET TERMINATED, OR DECIDE TO LEAVE THE COMPANY, WILL I BE PAID OUT FOR DIVERSITY DAY?

No. You will not be paid out for Diversity Day if you are terminated or resign from company.

## IS DIVERSITY DAY RETROACTIVE TO THE BEGINNING OF THE YEAR?

No. If you would like to use your Diversity Day in 2023, you must request a date of January 1 or later. You cannot request to be paid out for a day prior to January 2, 2023.

For any questions, please contact [DiversityInclusion@questdiagnostics.com](mailto:DiversityInclusion@questdiagnostics.com)