

Company-Observed Holidays

ELIGIBLE EMPLOYEES	2
COMPANY-OBSERVED HOLIDAYS	2
HOLIDAY PAY & ABSENCES	3
TIMESHEET CODING FOR COMPANY-OBSERVED HOLIDAYS	3
QUESTIONS	3
OTHER FACTS AND INFORMATION	4

ELIGIBLE EMPLOYEES

For the purposes of this summary, the term “Company” means FirstEnergy Corp. and any of its operating companies to which the FirstEnergy Company-Observed Holiday benefit has been extended (see section entitled “Participating Employers”).

Company-Observed Holiday benefits apply to all regular full-time and part time non-bargaining employees. Temporary employees are not eligible. Employees represented by a labor union should refer to their respective labor agreements for information regarding Company-Observed Holidays.

The following details of the Company-Observed Holiday program have been prepared to help you gain a better understanding of this benefit and how it is administered.

All non-bargaining regular, full-time employees for purposes of Company-Observed Holidays will receive 8 paid holidays per calendar year.

All non-bargaining regular part-time employees, will receive holiday pay based upon their established work schedule as well as the percent of time normally worked in a week, as reflected in the SAP system as of January 1 each year. *It is important to note that part-time employees are only eligible to receive holiday pay if they are normally scheduled to work on the day which the holiday falls.*

For example, if a part-time employee’s schedule is normally 20 hours per week (4 hours per day/5 days a week) and a Company Holiday falls on a scheduled work day, the employee would receive 4 hours of holiday time. Alternatively, if a part-time employee’s schedule is 24 hours per week (8 hours per day/3 days a week) he/she would **not** be entitled to 8 hours of holiday pay if the holiday falls on a day that he/she is not scheduled to work. For example, if an employee’s normal work schedule is Monday, Tuesday and Wednesday and the holiday falls on a Friday, he/she would not be entitled to holiday pay.

COMPANY-OBSERVED HOLIDAYS

The Company observes eight holidays which are: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. Due to some holidays falling on weekends, and this may vary from year to year, holiday schedules will be issued in the fall of each year for the upcoming calendar year. These schedules will contain the observed holidays to assist management and employees in complying with these guidelines. The holiday schedule for non-represented employees is available on SharePoint by selecting Employee Handbook, Time Off, and then found within the Time-Off Benefits section.

Typically, when a holiday falls on the calendar day of Sunday, the Company observed holiday will be on the following Monday. When the holiday falls on a Saturday, the holiday is typically observed on the preceding Friday. The observed holidays will be established each year as noted above.

When a Company observed holiday falls on a day that is not the full-time employee’s regularly scheduled work day, the employee may, with management approval and based on business unit practice, be granted a different work day off. The observed company holiday must be taken within the same calendar year. In lieu of observing the holiday another day, the employee may receive additional pay for working the holiday based on eligibility guidelines as defined by their job classification (e.g., E2, E3, or NX).

HOLIDAY PAY & ABSENCES

An employee who is on an approved Short-Term Disability (STD) the day before **and** the day after a holiday, will receive STD pay in lieu of holiday pay.

In situations where an employee is absent due to an approved leave of absence and has elected to use a Paid Time-Off (PTO) Day, Deferred PTO Day, Purchased PTO Day, or Banked and Frozen vacation on the day before **and** the day after the holiday, then they will be eligible to receive holiday pay. An employee who has management approval to take unpaid time off the day before **and** the day after a holiday, is not eligible to receive holiday pay.

TIMESHEET CODING FOR COMPANY-OBSERVED HOLIDAYS

Due to the various employee classifications (i.e., full-time, part-time, etc.), overtime eligibility (i.e., 1.0x, 1.5x, etc.), fixed/rotating work schedules, and extra-ordinary situations (i.e. emergency call in on a holiday, etc.), detailed reference information is available and should be followed to ensure that timesheets are properly completed and employees are accurately compensated for Company-Observed Holidays.

Reference information can be found on SharePoint: SharePoint >Employee Handbook>Time-Off Programs, under Resources.

QUESTIONS

If you have questions after reviewing this material please contact the Human Resources Service Center or your local Human Resources Department. For additional assistance or interpretation of this policy, contact the Compensation Section of the Human Resources Department.

OTHER FACTS AND INFORMATION

This Benefit is Not an Employment Contract and shall not be deemed to constitute a contract between the Company and any employee nor shall anything herein contained be deemed to give any employee any right to be retained in the employ of the Company or to interfere with the right of the Company to discharge any employee at any time and to treat the employee without regard to the effect which such treatment might have upon the employee as a participant in this benefit.

Right to Amend Benefit This benefit may be amended or terminated by the Chief Executive Officer of FirstEnergy Corp. or his appointed designee at any time or for employees represented by a labor union in accordance with the applicable collective bargaining agreements.

Effective Date of Program The effective date of this benefit shall be January 1, 2016 and shall replace the prior program that was effective January 1, 2012.

Participating Employers and Identification Numbers

FirstEnergy Service Company
EIN 34-1968288

Cleveland Electric Illuminating Company
EIN 34-0150020

Jersey Central Power & Light Company
EIN 21-0485010

Metropolitan Edison
EIN 23-0870160

Ohio Edison Company
EIN 34-0437786

Pennsylvania Power Company
EIN 25-0718810

Pennsylvania Electric Company
EIN 25-0718085

The Toledo Edison Company
EIN 34-4375005

FirstEnergy Nuclear Operating Company
EIN 34-1881483

FirstEnergy Generation,LLC
EIN 34-1940561

FirstEnergy Solutions Corp.
EIN 31-1560186

American Transmission Systems, Incorporated
EIN 34-1882848

Monongahela Power Company
EIN 13-5229392

The Potomac Edison Company
EIN 13-5323955

West Penn Power Company
EIN 13-5480882

Additions or deletions to the list of Participating Employers may be made at any time at the sole discretion of the Program Sponsor. An up-to-date listing of Participating Employers may be obtained from the Plan Administrator.