

## Holiday Calendar

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Effective Date: Jan 1, 2025

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### Purpose

To outline the official company holidays observed throughout the calendar year.

### Scope

Applies to all full-time and part-time employees.

### Company Holidays

- New Year's Day – Jan 1
- Martin Luther King Jr. Day – Third Monday in Jan
- Presidents' Day – Third Monday in Feb
- Memorial Day – Last Monday in May
- Independence Day – Jul 4
- Labor Day – First Monday in Sep
- Thanksgiving – Fourth Thursday in Nov
- Day After Thanksgiving – Fourth Friday in Nov
- Christmas Eve – Dec 24
- Christmas Day – Dec 25
- Floating Holiday – 1 day per year (employee's choice)

### Policy Notes

- If a holiday falls on a weekend, a weekday may be designated as a substitute.

- Floating holidays must be approved in advance.
- Holiday pay applies only to eligible employees.

#### Contact

For holiday questions, email [hr@company.com](mailto:hr@company.com).