

[Company Logo] - New Horizon Solutions

2025 Company Calendar

Date: March 03, 2025

Address: 456 Tech Ave, Springfield, IL 62701

#### Section 1 - Holidays:

- New Year's Day: January 01 (Office Closed)
- Martin Luther King Jr. Day: January 20
- Memorial Day: May 26
- Independence Day: July 04
- Labor Day: September 01
- Thanksgiving: November 27-28
- Christmas: December 25

#### Section 2 - Company Events:

- Company Retreat: August 15-16 (Location: Lakeview Resort)
- Annual Review Period: November 01-30
- Team Building Day: October 10 (Off-site activity)
- Holiday Party: December 20 (6 PM, Company HQ)

#### Section 3 - Deadlines:

- Benefits Enrollment: March 15
- Performance Goals Submission: January 15
- PTO Carryover Request: December 01
- Tax Document Submission: January 31, 2026

#### Section 4 - Notes:

- Check intranet for updates or cancellations.
- Hybrid employees: In-office days align with events.
- Contact HR at [hr@newhorizon.com](mailto:hr@newhorizon.com) for scheduling conflicts.

Employee Acknowledgment:

- I have reviewed the 2025 calendar.

- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Subject to change; notifications sent via email.