

# Public Holidays - United States

**Policy Number:** HR-LOA-020 **Effective Date:** January 1, 2019 **Last Updated:** November 15, 2023 **Owner:** People Operations **Applies To:** All US-based employees

## Overview

NovaTech Solutions observes the following paid public holidays for employees based in the United States. All offices are closed on these days.

## 2024 Holiday Schedule

Holiday	Date	Day
New Year's Day	January 1, 2024	Monday
Martin Luther King Jr. Day	January 15, 2024	Monday
Presidents' Day	February 19, 2024	Monday
Memorial Day	May 27, 2024	Monday
Juneteenth	June 19, 2024	Wednesday
Independence Day	July 4, 2024	Thursday
Labor Day	September 2, 2024	Monday
Thanksgiving Day	November 28, 2024	Thursday
Day After Thanksgiving	November 29, 2024	Friday
Christmas Eve	December 24, 2024	Tuesday
Christmas Day	December 25, 2024	Wednesday

**Total: 11 paid holidays**

## Additional Floating Holidays

In addition to the fixed holidays above, US employees receive **2 floating holidays** per calendar year to use at their discretion. These can be used for:

- Religious observances not on the company calendar
- Cultural celebrations
- Personal significant dates
- Any other purpose

## Using Floating Holidays

- Request through Workday under “Time Off” → “Floating Holiday”
- Provide at least 1 week notice (preferred)
- Manager approval required
- Must be used within the calendar year (no carryover)

## **Holiday Falls on Weekend**

When a holiday falls on a weekend: - **Saturday holidays:** Observed on the preceding Friday - **Sunday holidays:** Observed on the following Monday

## **Holiday Pay**

### **Full-Time Employees**

- Receive regular pay for each holiday
- No work is expected

### **Part-Time Employees**

- Receive holiday pay if the holiday falls on a regularly scheduled work day
- Pay is based on normal scheduled hours for that day

### **Hourly/Non-Exempt Employees**

- Employees required to work on holidays receive:
  - Regular hourly rate for hours worked, PLUS
  - Holiday pay at regular rate (effectively 2x pay)
- Manager must pre-approve any holiday work

## **Working on Holidays**

Some roles may require holiday coverage (e.g., Customer Support, Site Reliability Engineering): - Managers will coordinate holiday coverage in advance - Employees who work holidays receive compensatory time off - Holiday shifts should be distributed equitably within teams

See On-Call Policy (IT-OPS-015) for SRE holiday coverage details.

## **Holiday Office Closures**

### **Austin (HQ) & Seattle Offices**

Closed on all observed holidays.

## **Extended Closures**

The company typically has reduced operations between Christmas and New Year's: - Only essential functions operate - Employees may use annual leave or floating holidays for non-company holidays in this period - Specific guidance provided each November

## **Religious Accommodations**

NovaTech respects employees' religious practices: - Floating holidays may be used for religious observances - Additional unpaid time off for religious observances will not be unreasonably denied - See Religious Accommodation Policy (HR-EMP-020) for details

## **International Considerations**

Employees traveling internationally on a US holiday: - Holiday observance follows your home country assignment - US-based employees traveling abroad still receive US holidays - Discuss extended international work with HR (tax implications may apply)

## **Holiday Calendar**

A digital calendar with all US holidays is available: - Google Calendar: Search "NovaTech US Holidays" in directory - Outlook: Subscribe via link in Notion (People Ops > Calendars) - Workday: Holidays appear automatically on your calendar

## **Upcoming 2025 Holidays**

Planning ahead? The 2025 holiday schedule will be published by October 2024.

## **Contact**

For questions about holidays, contact People Operations at [hr@novatech.com](mailto:hr@novatech.com) or via #ask-hr on Slack.

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*Related Documents: Public Holidays - UK (HR-LOA-021), Public Holidays - India (HR-LOA-022), Annual Leave Policy (HR-LOA-001), Religious Accommodation Policy (HR-EMP-020)*