

Holiday	2021 Date	2021 Day of Week	Qri Holiday In 2021	2022	2022 Day of Week	Qri Holiday In 2022
1 New Year's Day	1/1/2021	Friday	Yes	1/1/2022	Sat	Yes
Martin Luther King Jr. Day	1/18/2021	Monday	No	1/17/2022	Monday	No
Valentine's Day	2/14/2021	Sunday	No	2/14/2022	Monday	No
2 Presidents' Day	2/15/2021	Monday	Yes	2/21/2022	Monday	Yes
St. Patrick's Day	3/17/2021	Wednesday	No	3/17/2022	Thursday	No
Good Friday	4/2/2021	Friday	No	4/15/2022	Good Friday	No
Easter	4/4/2021	Sunday	No	4/17/2022	Easter	No
Easter Monday	4/5/2021	Monday	No	4/18/2022	No	No
Earth Day	4/22/2021	Thursday	No	4/22/2022	Friday	No
Mother's Day	5/9/2021	Sunday	No	5/8/2022	Sunday	No
3 Memorial Day	5/31/2021	Monday	Yes	5/30/2022	Monday	Yes
4 US Independence Day	7/5/2021	Monday	Yes	7/4/2022	Monday	Yes
5 Labor Day	9/6/2021	Monday	Yes	9/5/2022	Monday	Yes
Indigenous People's Day / Columbus Day	10/11/2021	Monday	No	10/1/2022	Monday	No
Halloween	10/31/2021	Sunday	No	10/31/2022	Monday	No
Veterans' Day	11/11/2021	Thursday	No	11/11/2022	Friday	No
6 Thanksgiving	11/25/2021	Thursday	Yes	11/24/2022	Thursday	Yes
Black Friday	11/26/2021	Friday	No	11/25/2022	Friday	No
Christmas Eve	12/24/2021	Friday	No	12/24/2022	Saturday	No
7 Christmas Day	12/25/2021	Saturday	Yes	12/25/2022	Sunday	Yes
8 Non Holiday (Winter Break)	12/26/2021	Sunday	Yes	12/26/2022	Monday	Yes
9 Non Holiday (Winter Break)	12/27/2021	Monday	Yes	12/27/2022	Tuesday	Yes
10 Non Holiday (Winter Break)	12/28/2021	Tuesday	Yes	12/28/2022	Wednesday	Yes
11 Non Holiday (Winter Break)	12/29/2021	Wednesday	Yes	12/29/2022	Thursday	Yes
12 Non Holiday (Winter Break)	12/30/2021	Thursday	Yes	12/30/2022	Friday	Yes
13 New Year's Eve	12/31/2021	Friday	Yes	12/31/2022	Saturday	Yes

**Totals**

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	<b>Qri PTO Guidance &amp; Policies</b>	
1	See Gusto for your current PTO Balance	
2	You earn 120 hours (15 business days) of PTO throughout the year in pay periods	
3	The annual carryover limit of 150 hours. On January 1 of each year, Rico will reduce your PTO balance to 150 (assuming it's above that on 12/31)	
4	Every day off is the equivalent of 8hrs. You can take off less than 8 hours in a given day, just appropriately account for the hours taken in the PTO Calendar tab.	
5	When you take a day off, put your name and number of hours taken in the next tab, corresponding to the day and date (row).	
6	If you and another staffer have both taken PTO on the same day, enter as such: in the name column, (Rico, Kasey). In the 'Hours of PTO' column, (8 – Rico, 6 – Kasey)	
7	Confirm with an email to Rico letting him know the day/dates you've taken off, and he will confirm the new balance is reflected in Gusto.	
8	Ask Rico if you have any questions.	