



DATE	HOLIDAYS
FRI JAN 01	NEW YEAR'S DAY
MON JAN 18	MARTIN LUTHER KING JR DAY
MON FEB 15	PRESIDENT'S DAY
FRI MAY 27	FRIDAY BEFORE MEMORIAL DAY
MON MAY 30	MEMORIAL DAY
FRI JUL 01	FRIDAY BEFORE INDEPENDENCE DAY
MON JUL 04	INDEPENDENCE DAY
FRI SEP 02	FRIDAY BEFORE LABOR DAY
MON SEP 05	LABOR DAY
WED NOV 23	OFFICE CLOSSES AT 1:00PM ¹
THU NOV 24	THANKSGIVING DAY
FRI NOV 25	DAY AFTER THANKSGIVING
MON DEC 26 – FRI DEC 30	YEAR END OFFICE CLOSE
FLOATING HOLIDAY	2 FLOATING HOLIDAYS*
SUMMER DAY	2 SUMMER DAYS**

¹Employees on vacation must use a full day of paid time off.

*All regular full-time employees will receive two Floating Holidays to be used in full day increments. Please notify your supervisor prior to taking a floating holiday. Floating holidays may be used for any reason including religious holidays. Requests for additional religious holidays beyond 2 days must be taken as vacation or personal time. New hires joining the Agency after June 30 are eligible for one Floating Holiday.

**All regular full-time employees will receive two Summer Days to be used in half-day or full day increments between Memorial Day and Labor Day. Please notify your supervisor prior to taking a Summer Day. New hires joining the Agency after June 30 are eligible for one Summer Day.

Agency client and operational needs may require you to work while the office is closed for a scheduled holiday. In these situations we will provide another day off in lieu of the holiday.