

HOLIDAYS

Accrued holiday time must be used within the period of six weeks before to six weeks after the designated holiday or it will be lost.

Holiday time is loaded in the time keeping system on these guide lines. Below are the dates that the time is available to be used.

New Year's Day (January 1st) Available November 20 thru February 12, 2023

President's Day (February 20th) Available January 9 thru April 3, 2023

Memorial Day (May 29th) Available April 17 thru July 10, 2023

Independence Day (July 4th) Available May 23 thru August 15, 2023

Labor Day (September 4th) Available July 24 thru October 16, 2023

Columbus Day (October 9th) Available August 28 thru November 20, 2023

Thanksgiving (November 23rd) Available October 12 thru January 4, 2024

Christmas (December 25th) Available November 13 thru February 5, 2024

*Note:

No holiday shall be lost if a request is not approved due to staffing.