



## 2023 HOLIDAY SCHEDULE

HOLIDAY	HOURS PAID	DATE OBSERVED
New Year's Day (Sunday, 01/01/2023)	8 hours	Monday, January 2, 2023
Martin Luther King, Jr. Day	8 hours	Monday, January 16, 2023
Memorial Day	8 hours	Monday, May 29, 2023
Independence Day	8 hours	Tuesday, July 4, 2023
Labor Day	8 hours	Monday, September 4, 2023
Thanksgiving Day Day after Thanksgiving	8 hours each, total of 16 hours	Wednesday, November 22, 2023* Thursday, November 23, 2023 Friday, November 24, 2023
Christmas Eve (Sunday, 12/24/2023) Christmas Day (Monday, 12/25/2023)	8 hours each, total of 16 hours	Monday, December 25, 2023 Tuesday, December 26, 2023
New Year's Day	8 hours	Monday, January 1, 2024

\*City Hall and Community Center will close at 1:30 p.m. MSC will close at 12:30 p.m.

*Please note, when closing early, operating hours do not include a lunch break.*

Employees should follow the guidelines below during holiday weeks:

- When holidays fall (or are observed) Monday-Thursday, employees are paid 8 hours (pro-rated for part-time employees) for holidays, but employees working hours of operation work 9 hours Monday-Thursday. Employees will be allowed to make up the difference in that time the same work week to keep their weekly hours the same, use vacation, floating holidays, or comp time, or take that time unpaid (an exception to the voluntary unpaid leave program). Exempt employees are still expected to have at least 80 hours during each pay period.
- When an established holiday falls on a Friday, the hours of operation will shorten by the difference of paid holiday time and the hours normally worked on Fridays. For example, if the 4th of July falls on a Friday, employees are scheduled to work 4 hours on Fridays, but are paid 8 hours for holiday pay. Therefore, City Hall would close 4 hours (the difference between the hours of operation and holiday pay) earlier the day prior to the holiday, which is July 3rd.
- Employees working an alternative work schedule should work with their supervisor to flex their hours during holiday weeks to keep themselves whole.