

## MEMORANDUM

TO: Full Time Employees

FROM: Jeffrey M. Gray, City Manager

DATE: December 28, 2022

SUBJECT: 2023 Holiday Schedule

Per the Employee Handbook, the following are the observed dates for City recognized holidays in 2023.

New Year's Day Monday, January 2<sup>nd</sup>
Presidents' Day Monday, February 20<sup>th</sup>
Good Friday Friday, April 7<sup>th</sup>

Memorial Day Monday, May 29<sup>th</sup>
Independence Day Tuesday, July 4<sup>th</sup>

**Labor Day** Monday, September 4<sup>th</sup> **Veterans Day** Friday, November 10<sup>th</sup> Thursday, November 23<sup>rd</sup> Thanksgiving Day Day after Thanksgiving Friday, November 24<sup>th</sup> **Christmas Eve** Friday, December 22<sup>nd</sup> **Christmas Day** Monday, December 25<sup>th</sup> Friday, December 29<sup>th</sup> New Year's Eve New Year's Day Monday, January 1, 2024

Please don't hesitate to reach out to Olivia or me with any questions, comments, or concerns.