## MEMORANDUM

TO: Full Time Employees
FROM: Jeffrey M. Gray, City Managery
DATE: $\quad$ 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 $2^{\text {nd }}$ |
| :---: | :---: |
| Presidents' Day | Monday, February $20{ }^{\text {th }}$ |
| Good Friday | Friday, April ${ }^{\text {th }}$ |
| Memorial Day | Monday, May 29 ${ }^{\text {th }}$ |
| Independence Day | Tuesday, July $4^{\text {th }}$ |
| Labor Day | Monday, September $4^{\text {th }}$ |
| Veterans Day | Friday, November $10{ }^{\text {th }}$ |
| Thanksgiving Day | Thursday, November $23{ }^{\text {rd }}$ |
| Day after Thanksgiving | Friday, November 24 ${ }^{\text {th }}$ |
| Christmas Eve | Friday, December $22^{\text {nd }}$ |
| Christmas Day | Monday, December $25^{\text {th }}$ |
| New Year's Eve | Friday, December $29{ }^{\text {th }}$ |
| 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.

