

# MEMORANDUM

TO: All Employees  
FROM: Terri MacLean  
DATE: December 14, 2023  
SUBJECT: 2024 Holiday Schedule

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The Company's schedule of holidays for the Year 2024 is as follows:

	<u>Holiday</u>	<u>Date</u>
	New Year's Day	Monday, January 1
	Martin Luther King's Birthday	Monday, January 15
<b>Take only one of these</b>	<u>President's Day (optional+)</u>	Monday, February 19
	<u>Good Friday (CT only+)</u>	Friday, March 29
	<u>Patriots Day (MA only+)</u>	Monday, April 15
	Memorial Day	Monday, May 27
	Juneteenth	Wednesday, June 19
	Independence Day	Thursday, July 4
	<u>Victory Day (RI only+)</u>	Monday, August 12
	Labor Day	Monday, September 2
	Columbus Day	Monday, October 14
	Veteran's Day	Monday, November 11
	Thanksgiving Day	Thursday, November 28
	Special Closing++	Friday, November 29
	Christmas	Wednesday, December 25

***The first holiday (New Year's) for 2025 falls on Wednesday, January 1, 2025.***

**+Employees should take the State holiday for the state in which they work or replace the state holiday with President's Day.**

**++Employees covering site may take an alternate day.**

**All eligible employees will be paid for a total of 12 Holidays in calendar year 2024.**