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**MEMORANDUM**

**TO:** The Honorable Mayor & Town Council

**FROM:** India Adams-Jacobs, Town Manager

**CC:** Jeff Gore, Town Attorney

**DATE:** November 20, 2025

**SUBJECT:** 2026 Holiday Calendar Adoption

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**BACKGROUND:**

The Town of Bowling Green has long followed the Commonwealth of Virginia's holiday calendar.

**SUMMARY:**

Attached for your review is the proposed 2026 holiday calendar, which aligns with the Commonwealth of Virginia's official schedule published by the Virginia Department of Human Resource Management.

The calendar outlines state-recognized holidays for the upcoming year, ensuring consistency and compliance with state standards. Notable holidays included are New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day (observed), Labor Day, Veterans Day, Thanksgiving, and Christmas, along with designated additional time off as specified.

**STAFF RECOMMENDATION:**

Staff support for adopting this calendar is respectfully requested so that we may proceed with official implementation for 2026.

**DRAFT MOTION:**

I move to adopt the 2026 calendar for the Town of Bowling Green.