



The Town of Cottage City
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MEMORANDUM:

To: Town of Cottage City Commission

From: Town Manager

Re: Town Holiday Schedule

Hello Commissioners:

As part of our update to the Town of Cottage Employee Handbook review, I propose we make the following update to the Town of Cottage City Holiday Schedule. As we know employees should have a good work-life balance. By providing the additional holidays, it will afford employees more time for rest, relaxation, and time with family and friends.

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Inauguration Day (every four years) Proposed
- President's Day Proposed
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Indigenous Peoples Day Proposed
- Veterans' Day Proposed
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day