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TO: Board of Trustees
FROM: Pat Hohl, Supervisor
Michelle DeLancey, Director of Accounting & HR
DATE: April 27, 2023
SUBJECT: 2023 holiday schedule

Below is the 2023 holiday schedule that was approved on Tuesday, December 6, 2022. We would like to amend the schedule as follows in red:

Monday January 2, 2023 New Year's Day
Monday January 16, 2023 Martin Luther King Jr. Day
Monday February 20, 2023 President's Day
Friday April 7, 2023 Good Friday
Monday May 29, 2023 Memorial Day
Tuesday July 4, 2023 Independence Day
Monday September 4, 2023 Labor Day
Friday November 10, 2023 Veteran's Day
Thursday November 23, 2023 Thanksgiving Day
Friday November 24, 2023 Day after Thanksgiving
Friday December 22, 2023 Christmas Eve
Monday December 25, 2023 Christmas ~~Eve~~ Day
~~Tuesday December 26, 2023 Christmas Day~~
Friday December 29, 2023 New Year's Eve
Monday January 1, 2024 New Year's ~~Eve~~ Day
~~Tuesday January 2, 2024 New Year's Day~~

The previously approved 2023 holiday schedule grants our full-time employees 12 holidays for the calendar year of 2023. With the requested changes the amended schedule will grant our full-time employees 13 holidays for the calendar year of 2023, and will align with the Employee Handbook 4.1 Holidays.