



# HUMAN RESOURCES DEPARTMENT

*Providing comprehensive workforce strategies to support our customers in meeting their objectives in an effective and collaborative manner*

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## MEMORANDUM

**Date:** July 16, 2024  
**To:** All Elected Officials and Department Heads  
**From:** Judy Kendall, Human Resources Director  
**Subject:** 2025 Holiday Schedule

Holiday	Date Usually Observed	2025 Observed Date
New Year's Day	January 1 <sup>st</sup>	Wednesday, January 1, 2025
Martin Luther King Jr. Day	Third Monday in January	Monday, January 20, 2025
President's Day	Third Monday in February	Monday, February 17, 2025
Memorial Day	Last Monday in May	Monday, May 26, 2025
Juneteenth	June 19 <sup>th</sup>	Thursday, June 19, 2025
Independence Day	July 4 <sup>th</sup>	Friday, July 4, 2025
Labor Day	First Monday in September	Monday, September 1, 2025
Veterans Day	November 11 <sup>th</sup>	Tuesday, November 11, 2025
Thanksgiving Day	Fourth Thursday in November	Thursday, November 27, 2025
Day following Thanksgiving Day	Fourth Friday in November	Friday, November 28, 2025
Christmas Day	December 25 <sup>th</sup>	Thursday, December 25, 2025

Whenever a legal holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever a legal holiday falls on a Sunday, the succeeding Monday shall be observed as the holiday.

Any employee that has been approved for use of an accrued leave when a holiday occurs will not be charged for use of that accrued leave for that day. The employee will receive a day of pay for that holiday and will not have the accrued leave plan charged.

Any employee who is on leave of absence without pay immediately prior to, or following a holiday shall not receive holiday pay.

If a holiday occurs on an employee's scheduled day off, the employee shall be given an alternate day off during the same pay period at the employee's discretion and with the supervisor's approval or the time may be banked in the employee's Alternate Holiday Time Off Plan if eligible. Alternate Holiday Time Off Plan balances may not be eligible for payout upon termination of employment.

A holiday shall not exceed an 8-hour work day unless otherwise indicated in a collective bargaining agreement. Holiday hours are prorated for part-time employees.

Non-exempt employees who are required to work on legal holidays receive:

- Pay at one and one-half times their hourly rate for all hours worked in addition to holiday pay;
- Compensatory time off at time and one half plus holiday pay; or
- A day off within the same pay period in lieu of the legal holiday.

***Provisions of negotiated labor contracts which conflict with this information take precedence.***