
+INTEROFFICE MEMORANDUM

TO: ALL EMPLOYEES OF FES, EDUCATIONQUEST, AND NSLP
FROM: PEOPLE SOLUTIONS
SUBJECT: HOLIDAY SCHEDULE FOR CALENDAR YEAR 2021
DATE: 11/02/2020

For the calendar year 2021, FES, EducationQuest, and NSLP will be closed in observance of the following holidays:

New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
Presidents' Day	Monday, February 15
Memorial Day	Monday, May 31
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Thanksgiving	Thursday, November 25
Day after Thanksgiving	Friday, November 26*
Christmas Eve	Friday, December 24**
Christmas Day	Monday, December 27

Please note: All regular full-time, regular part-time (employees scheduled to work 30 hours or more on a regular basis), and temporary full-time employees scheduled to work will have the day off with pay. Regular part-time employees will receive a pro-rated number of paid hours based on the % they are assigned on payroll. After 6 consecutive months of employment, part-time employees will be eligible for 4 hours of holiday pay for each holiday.

Some departments may require employees to work on a holiday. Employees will be awarded a floating holiday to use at their convenience with management approval.

* *Observed instead of Columbus Day in October.*

** *Observed instead of Veterans Day in November.*