

## MEMORANDUM

TO: All Employees  
FROM: Terri MacLean  
DATE: December 3, 2021  
SUBJECT: 2022 Holiday Schedule

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The Company's schedule of holidays for the Year 2022 is as follows:

<u>Holiday</u>	<u>Date</u>
New Year's Day	Friday, December 31, 2021 (CT & MA) Monday, January 3, 2022 (RI)
Martin Luther King's Birthday (optional+)	Monday, January 17
President's Day	Monday, February 21
Good Friday (CT only+)	Friday, April 15
Patriots Day (MA only+)	Monday, April 18
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Victory Day (RI only+)	Monday, August 8
Labor Day	Monday, September 5
Columbus Day	Monday, October 10
Veteran's Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Special Closing**	Friday, November 25
Christmas	Monday, December 26

**Take only one of these four:**

***The first holiday (New Year's) for 2023 falls on Monday, January 2, 2023.***

**+Each employee should take the state Holiday for the state they are working in or replace the state Holiday with Martin Luther King's Birthday.**

**\*\* Employees covering site may take an alternate day.**

**All eligible employees will be paid for a total of 11 Holidays in calendar year 2022.**