

MEMORANDUM

TO: All Employees
FROM: Terri MacLean
DATE: November 4, 2022
SUBJECT: 2023 Holiday Schedule

The Company's schedule of holidays for the Year 2023 is as follows:

	<u>Holiday</u>	<u>Date</u>
	New Year's Day	Monday, January 2
	Martin Luther King's Birthday	Monday, January 16
Take only one of these	<u>President's Day (optional+)</u>	Monday, February 20
	<u>Good Friday (CT only+)</u>	Friday, April 7
	<u>Patriots Day (MA only+)</u>	Monday, April 17
	Memorial Day	Monday, May 29
	Juneteenth	Monday, June 19
	Independence Day	Tuesday, July 4
	<u>Victory Day (RI only+)</u>	Monday, August 14
	Labor Day	Monday, September 4
	Columbus Day	Monday, October 9
	Veteran's Day	Friday, November 10
	Thanksgiving Day	Thursday, November 23
	Special Closing++	Friday, November 24
	Christmas	Monday, December 25

The first holiday (New Year's) for 2024 falls on Monday, January 1, 2024.

+Employees should take the State holiday for state in which they work or replace the state holiday with President's Day.

++Employees covering site may take an alternate day.

All eligible employees will be paid for a total of 12 Holidays in calendar year 2023.