



Memo

TO: The Family Tree Staff
FROM: Dottie Kowalewski, Manager, HR/Operations
DATE: November 16, 2021
RE: **CALENDAR YEAR 2022 HOLIDAY SCHEDULE**

The following is a list of paid holidays (see notes below) The Family Tree will be observing in calendar year 2022. The agency will be closed on the following days.

	HOLIDAY	DAY	DATE
1.	Martin Luther King Birthday	Monday	January 17, 2022
2.	President's Day	Monday	February 21, 2022
3.	Memorial Day	Monday	May 30, 2022
4.	Juneteenth-Freedom Day	Monday	June 20, 2022
5.	Independence Day	Monday	July 4, 2022
6.	Labor Day	Monday	September 5, 2022
7.	Yom Kippur	Wednesday	October 5, 2022
8.	Indigenous Day	Monday	October 10, 2022
9.	Veterans Day	Friday	November 11, 2022
10.	Thanksgiving Day	Thursday	November 24, 2022
11.	Day after Thanksgiving	Friday	November 25, 2022
12.	Christmas Eve (observed)	Friday	December 23, 2022
13.	Christmas Day (observed)	Monday	December 26, 2022
14.	New Year's Eve (observed)	Friday	December 30, 2022

NOTES:

- ❖ In order to be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the workday **unless documentation is provided by a health care provider for the time off.**
- ❖ Part time employees who have been hired to work less than 24 hours per week are not eligible for this benefit.
- ❖ For benefit-eligible part-time employees (works 24 or more hours and less than 35 hours per week), when a holiday falls on your scheduled work day, you may take that day, and list it with your normal number of work hours for that day with the notation "H" under "Leave Type."
- ❖ As noted in the Employee Handbook, Holidays are not reimbursable to employees as additional compensation.

Please contact me at ext. 1197 if you have any questions.