

2020 Corporate Holiday Schedule

The following is the 2020 holiday observance schedule for corporate staff, including holidays for the remainder of 2019.

| Holiday | Observed |
|------------------------|----------------------------------------------------|
| Christmas Eve | Tuesday, December 24, 2019 (Office closes at 2pm) |
| Christmas Day | Wednesday, December 25, 2019 |
| New Year's Eve | Tuesday, December 31, 2019 (Office closes at 2pm) |
| New Year's Day | Wednesday, January 1, 2020 |
| Martin Luther King Day | Monday, January 20, 2020 |
| President's Day | Monday, February 17, 2020 |
| Memorial Day | Monday, May 25, 2020 |
| Independence Day | Friday, July 3, 2020 |
| Labor Day | Monday, September 7, 2020 |
| Thanksgiving | Thursday, November 26, 2020 |
| Day After Thanksgiving | Friday, November 27, 2020 |
| Christmas Eve | Thursday, December 24, 2020 (Office closes at 2pm) |
| Christmas Day | Friday, December 25, 2020 |
| New Year's Eve | Thursday, December 31, 2020 (Office closes at 2pm) |
| New Year's Day 2021 | Friday, January 1, 2021 |

Associates who are absent the day before or after a Holiday will not be paid for that holiday with the exception of pre-approved PTO time.

Full Time associates requesting PTO on days noted "office closes at 2pm" must request a full 8 hours of PTO.

Associates may wear "casual dress" the week of Thanksgiving and during the week between Christmas Day and New Year's Day.