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<b>HOLIDAY</b>	<b>DATE OBSERVED</b>
<b>Last Day of 2022 Winter Break</b>	<b>Monday, January 2</b>
<b>Dr. Martin Luther King Jr. Day</b>	<b>Monday, January 16</b>
<b>Presidents' Day</b>	<b>Monday, February 20</b>
<b>Memorial Day</b>	<b>Monday, May 29</b>
<b>Independence Day</b>	<b>Monday July 3 Tuesday July 4th</b>
<b>Labor Day</b>	<b>Monday, September 4</b>
<b>Thanksgiving Holiday</b>	<b>Thursday, November 23, and Friday, November 24</b>
<b>Winter Break</b>	<b>Monday December 25 – Monday January 01, 2024</b>
<b>Floating Holidays</b>	2 days available for use any day throughout the year (must be taken in full day increment)

### **EARLY OUT FOR HOLIDAY TIME:**

- To get a jump on the holiday headquarters will close at 3 pm the day before each ENA holiday.
- In alignment with our flexible work environment exempt employees should manage their schedules accordingly to get a jump start on the holiday while balancing workload needs.
- For non-exempt employees, hours will be paid based on a six-hour work day and two hours of holiday time.

### **WINTER BREAK**

- Christmas and New Year's Day Holidays have been changed by ENA to a winter break for employees to demonstrate inclusivity of all celebrations that may be happening during December and to provide a year-end recharge for all staff

### **POLICY REMINDERS:**

- In the event any holiday fall on a Saturday, the preceding Friday is granted; when falling on a Sunday, the following Monday is granted.
- Part-time employees are paid for holidays based upon their regularly scheduled workdays.