

MEMORANDUM

The Town of Knightdale will follow the holiday schedule below for 2025:

2025 Holiday Schedule		
Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2025	Wednesday
Martin Luther King, Jr. Day	January 20, 2025	Monday
Good Friday	April 18, 2025	Friday
Memorial Day	May 26, 2025	Monday
Juneteenth	June 19, 2025	Thursday
Independence Day	July 4, 2025	Friday
Labor Day	September 1, 2025	Monday
Veterans Day	November 11, 2025	Tuesday
Thanksgiving	November 27 & 28, 2025	Thursday & Friday
Christmas	December 24, 25, & 26, 2025	Wednesday, Thursday, & Friday

In addition to the holidays listed above, employees will be granted the following, *not to be used on the same day as any of the above designated holidays or observances.*

One Floating Holiday	<p>To be used at the employee's discretion during the calendar year.</p> <p>This leave may not be broken up but <u>must be taken in one lump sum to cover one full workday.</u></p>	<p>Treated as <i>actual holiday</i> per policy. Equivalent to one regular workday, defined as:</p> <p>For 80-hour employee: 8 hours For 171-hour employee: 12 hours For 212-hour employee: 24 hours</p>
Birthday	<p>To be used only during the month of the employee's birthday.</p> <p>This leave may not be broken up but <u>must be taken in one lump sum to cover one full workday.</u></p>	<p>Treated as <i>actual holiday</i> per policy. Equivalent to one regular workday, defined as:</p> <p>For 80-hour employee: 8 hours For 171-hour employee: 12 hours For 212-hour employee: 24 hours</p>