



MEMORANDUM

The Town of Knightdale will follow the holiday schedule below for 2024:

2024 Holiday Schedule		
Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2024	Monday
Martin Luther King, Jr. Day	January 15, 2024	Monday
Good Friday	March 29, 2024	Friday
Memorial Day	May 27, 2024	Monday
Juneteenth	June 19, 2024	Wednesday
Independence Day	July 4, 2024	Thursday
Labor Day	September 2, 2024	Monday
Veterans Day	November 11, 2024	Monday
Thanksgiving	November 28 & 29, 2024	Thursday & Friday
Christmas	December 24, 25, & 26, 2024	Tuesday, Wednesday, & Thursday

In addition to the holidays listed above, employees will be granted the following:

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>