

Memo

To: All City of Carmel Employees
From: Barbara Lamb, Director of Human Resources
Date: October 15, 2020
Re: 2021 Holiday Schedule

The following holiday schedule will be in effect for 2021. The alternate dates in the right-hand column apply only to public safety and other employees whose regularly scheduled hours include weekends, even if they do not work on these specific days.

In no case is an employee eligible for holiday pay on more than one day per holiday (e.g., July 4 or July 5, not both). An employee who works both the standard and alternate days should apply holiday pay to the actual holiday.

<u>Holiday</u>	<u>Standard Administrative Schedule</u>	<u>Alternate Shift Schedule</u>
New Year's Day	Friday, January 1	
MLK, Jr. Day	Monday, January 18	
Good Friday*	Friday, April 2	
Easter*		Sunday, April 4
Memorial Day	Monday, May 31	
Independence Day	Monday, July 5	Sunday, July 4
Labor Day	Monday, September 6	
Rosh Hashanah*	Tuesday, September 7	
Yom Kippur*	Thursday, September 16	
Veteran's Day	Thursday, November 11	
Thanksgiving	Thursday/Friday, November 25/26	
Christmas	Thursday/Friday, December 23/24	Friday/Saturday, December 24/25

*time off granted only to participate in religious observances