

## MEMORANDUM

TO: All Employees  
FROM: Terri MacLean  
DATE: December 4, 2020  
SUBJECT: 2021 Holiday Schedule

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The Company's schedule of holidays for the Year 2021 is as follows:

	<u>Holiday</u>	<u>Date</u>
	New Year's Day	Friday, January 1
<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>Take only one of these four:</b></div>	→ Martin Luther King's Birthday (optional+)	Monday, January 18
	→ President's Day	Monday, February 15
	→ Good Friday (CT only+)	Friday, April 2
	→ Patriots Day (MA only+)	Monday, April 19
	Memorial Day	Monday, May 31
	Independence Day	Monday, July 5
	→ Victory Day (RI only+)	Monday, August 9
	Labor Day	Monday, September 6
	Columbus Day	Monday, October 11
	Veteran's Day	Thursday, November 11
	Thanksgiving Day	Thursday, November 25
	Special Closing**	Friday, November 26
	Christmas	Friday, December 24 (CT & MA) Monday, December 27 (RI)

***The first holiday (New Year's) for 2022 falls on Friday, December 31, 2021 (CT & MA) and Monday, January 3, 2022 (RI).***

**+Each employee should take the state Holiday for the state they are working in or replace the state Holiday with Martin Luther King's Birthday.**

**\*\* Employees covering site may take an alternate day.**

**All eligible employees will be paid for a total of 11 Holidays in calendar year 2021.**