MEMO

TO: All Employees

FROM: Cedric Glasper

RE: 2020 Holidays, Shutdowns & Events

- NEW YEAR'S DAY – Wednesday, January 1st, 2020
- PRESIDENT'S DAY – Monday, February 17th
- GOOD FRIDAY – Friday, April 10th
  - Reminder: TAX DAY is Wednesday, April 15th
- MEMORIAL DAY – Monday, May 25th
- INDEPENDENCE DAY – Friday, July 3rd (observed)
  - Company Cookout – Thursday, July 2 at 1 p.m.
    (Hot dogs & hamburgers)
- SUMMER VACATION – Monday, July 5th – Friday, July 10th
- LABOR DAY – Monday, September 7th
  - Company Cookout – Friday, September 4th at 1 p.m.
- THANKSGIVING DAY – Thursday, November 26th
  - Again this year, so that we can have a long weekend, we will work on Saturday, November 21st and take Friday, November 27th off. November 21st is mandatory for all **full-time** and **salaried** employees.
- CHRISTMAS DAY – Friday, December 25th
- CHRISTMAS VACATION – Thursday, December 24th – Friday, January 1st
  - CHRISTMAS PARTY – Wednesday, December 23rd @ TBD

Daylight Savings Time as follows: SPRING forward: Sunday, March 8th
FALL Back: Sunday, November 1st

Inventory Schedule as follows: Monday, March 30th
Monday, July 13th
Monday, September 28th
December 28 – December 31 for Year-End Tagging