

CITY of BATTLE CREEK Memo

Department of Human Resources

To: ALL DEPARTMENTS/DIVISIONS
From: Michelle Hull, Human Resources Director
Date: November 8, 2023
Subject: **2024 Holiday Schedule**

<u>HOLIDAY</u>	<u>ACTUAL DATE</u>	<u>OBSERVED DATE</u>
New Year's Day	January 1, 2024	Monday, January 1
Martin L King Day	January 15, 2024	Monday, January 15
President's Day	February 19, 2024	Monday, February 19
Good Friday	March 29, 2024	Friday, March 29
Memorial Day	May 27, 2024	Monday, May 27
Juneteenth	June 19, 2024	Wednesday, June 19
Independence Day	July 4, 2024	Thursday, July 4
Labor Day	September 2, 2024	Monday, September 2
Veterans Day	November 11, 2024	Monday, November 11
Thanksgiving	November 28 & 29, 2024	Thursday & Friday, November 28 & 29
Christmas Eve	December 24, 2024	Tuesday, December 24
Christmas Day	December 25, 2024	Wednesday, December 25
New Year's Day	January 1, 2025	Wednesday, January 1

NOTE:

1. To be eligible for holiday pay, employees must either work or be on pre-approved vacation/time-off the day before and the day after the holiday.
2. If on vacation, employees may request an additional day for the holiday, in most cases.
3. Continuous shift operations should consider the actual holiday as the holiday.
4. Consult applicable labor contract for eligible employees. When in doubt, call Human Resources.