



2025 HOLIDAY SCHEDULE

HOLIDAY	HOURS PAID	DATE OBSERVED
New Year's Day	8 hours	Wednesday, January 1, 2025
Martin Luther King, Jr. Day	8 hours	Monday, January 20, 2025
Memorial Day	8 hours	Monday, May 26, 2025
Independence Day	8 hours	Thursday, July 3, 2025* Friday, July 4, 2025
Labor Day	8 hours	Monday, September 1, 2025
Thanksgiving Day	8 hours	Wednesday, November 26, 2025**
Day after Thanksgiving	8 hours	Thursday, November 27, 2025 Friday, November 28, 2025
Christmas Eve	8 hours	Wednesday, December 24, 2025
Christmas Day	8 hours	Thursday, December 25, 2025
Friday after holiday	4 hours^	Friday, December 26, 2025^
New Year's Day	8 hours	Thursday, January 1, 2026
Friday after holiday	4 hours^	Friday, January 2, 2026^

*City Hall and Community Center will close at 12:30 p.m. MSC will close at 11:30 a.m.

**City Hall and Community Center will close at 1:30 p.m. MSC will close at 12:30 p.m.

Please note, when closing early, operating hours do not include a lunch break.

^ Offices will be closed on Friday, December 26, 2025, and Friday, January 2, 2026. When a holiday falls on a Thursday, and City buildings would normally be open on that Friday, City buildings will close, and employees will receive 4 hours of paid time off for that Friday. When entering their time, employees should choose *Holiday-Friday Aft-H* if you are hourly or *Holiday-Friday Aft-S* if you are salaried. With supervisor approval, employees that are required to work that Friday may use their 4 hours at another time during that pay period.

Employees should follow the guidelines below during holiday weeks:

- When holidays fall (or are observed) Monday-Thursday, employees are paid 8 hours (pro-rated for part-time employees) for holidays, but employees working hours of operation work 9 hours Monday-Thursday. Employees will be allowed to make up the difference in that time the same work week to keep their weekly hours the same, use vacation, floating holidays, or comp time, or take that time unpaid (an exception to the voluntary unpaid leave program). Exempt employees are still expected to have at least 80 hours during each pay period.
- When an established holiday falls on a Friday, the hours of operation will shorten by the difference of paid holiday time and the hours normally worked on Fridays. For example, if the 4th of July falls on a Friday, employees are scheduled to work 4 hours on Fridays but are paid 8 hours for holiday pay. Therefore, City Hall would close 4 hours (the difference between the hours of operation and holiday pay) earlier the day prior to the holiday, which is July 3rd.
- Employees working an alternative work schedule should work with their supervisor to flex their hours during holiday weeks to keep themselves whole.