

Holiday Calendar & Time Off

U.S. Holidays

2023

- **New Year's Day Observed** - Monday, January 2, 2023
- **Martin Luther King Jr. Day** - Monday, January 16, 2023
- ****Presidents' Day** - Monday, February 20, 2023
- **Memorial Day** -Monday, May 29, 2023
- **Juneteenth** – Monday, June 19, 2023
- **Independence Day** - Tuesday, July 4, 2023
- **Labor Day** - Monday, September 4, 2023
- ****Veterans Day** – Friday, November 10, 2023
- **Thanksgiving Day** - Thursday, November 23, 2023
- **Day After Thanksgiving** - Friday, November 24, 2023
- **Christmas Day Observed** - Monday, December 25, 2023
- **Day After Christmas Observed** - Tuesday, December 26, 2023
- **New Year's Eve Observed** -Friday, December 29, 2023
- **New Year's Day** - Monday, January 1, 2024
- ***Floating Holiday** - Individually requested for any reason.

*Floating holidays must be requested in Workday by teammates and approved by their manager in advance.

**Presidents Day can be moved to Winter Holiday- December 27, 2023. This change must be requested in Workday and approved by your manager in advance.

**Veterans Day can be moved to Winter Holiday-December 28, 2023. This change must be requested in Workday and approved by your manager in advance.

Teammates in Sales, Credit, and Distribution may have a minimum number of staff required on some holidays. Please consult with your manager for more details.

2022

- **New Year's Day Observed**- Friday, December 31, 2021
- **Martin Luther King Jr. Day** - Monday, January 17, 2022
- **Memorial Day** - Monday, May 30, 2022
- **Independence Day** - Monday, July 4, 2022
- **Labor Day** - Monday, September 5, 2022
- **Thanksgiving Day** - Thursday, November 24, 2022
- **Day After Thanksgiving** - Friday, November 25, 2022
- **Christmas Eve Observed** - Friday, December 23, 2022
- **Christmas Day Observed** - Monday, December 26, 2022
- **New Year's Day**- observed on Monday, January 2, 2023

- **Floating Holiday 1** - Individually Requested; any reason
- **Floating Holiday** (Juneteenth)- To be used between June 20th and July 31st

**Since New Year's Day January 1, 2023 is a Sunday, this holiday will be observed on Monday, January 2, 2023

**Floating holiday must be requested in Workday by the teammate and approved by their manager in advance

** Teammates in Sales, Credit and Distribution may have a minimal number of staff required on some holidays. Please consult manager for details.

Managing Time Off

For teams live on Workday, time off requests, approvals, and more can be managed in [Workday](#).

For Teammates	For Managers
<ul style="list-style-type: none">• Request Time Off• Cancel or Correct Time Off Requests	<ul style="list-style-type: none">• Manage Team Time Off



Time Off



Team Time Off

If looking for information on how to enter your Winter Holiday, see this job aid that can assist you.



Floating Holiday ESS Job Aid.pdf

If looking for information on recording your time worked, see [Time Tracking](#).