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

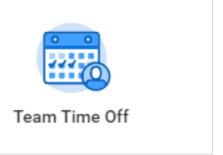
- New Year's Day Observed- Friday, December 31, 2021
- Martin Luther King Jr. Day Monday, January 17, 2022
- Memorial Day Monday, May 30, 2022
- Independence Day Monday, July 4, 2022
- Labor Day Monday, September 5, 2022
- Thanksgiving Day Thursday, November 24, 2022
- Day After Thanksgiving Friday, 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
Request Time OffCancel or Correct Time Off Requests	Manage 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.