



2021 U.S. Company-Observed Holidays

Friday, January 1 – New Year’s Day

Monday, January 18 – MLK Day

Monday, May 31 – Memorial Day

Monday, July 5 – Independence Day Observance

Monday, September 6 – Labor Day

Thursday, November 25 – Thanksgiving

Friday, November 26 – Day after Thanksgiving

Friday, December 24 – Friday, December 31 – Year End Holiday Break

Offices close at 1:00 PM local time the day before the holiday on those noted in bold

Holidays should be coded as **21-MMGYnon-30333- 2021 Holiday Time-Task 1-Holidays**
in Workamajig

Floating Holiday Benefit

Full-time, benefit eligible employees that are employed as of the first business day of the calendar year are eligible for two floating holidays per calendar year. Full-time, benefit eligible employees that are employed July 1st or after are eligible for one floating holiday per calendar year.

Floating holidays can be used for any nationally recognized or religious holiday the company is not already recognizing, including those that celebrate the diversity of our shared humanity.

Floating holidays should be coded as **21-MMGYnon-30333- 2021 Holiday Time -Task 2- Floating Holidays** in Workamajig

Client Support During Our Year End Holidays

Although we’re away from the office the week between Christmas and New Year’s Day, we know that not all of our clients do the same. To ensure they’re supported, we ask that employees working with clients or other groups that do not take time off communicate our holiday week off in advance, ensure that clients and other key resources are able to reach them with emergencies. Employees working with one of these clients/groups are encouraged to check emails once a day during our holiday week away. If unusual circumstances require you to work a full day or the whole week, please coordinate with your supervisor on the possibility of taking comparable time off in the first quarter of the new year.