



## 2022 U.S. Company-Observed Holidays

Monday, January 3rd – New Year’s Day Observance  
Monday, January 17 – MLK Day  
**Monday, May 30 – Memorial Day**  
**Monday, July 4 – Independence Day**  
**Monday, September 5 – Labor Day**  
**Thursday, November 24 – Thanksgiving**  
Friday, November 25 – Day after Thanksgiving  
Friday, December 23 – Friday, December 30 – 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 **22-MMGYnon-32888- 2022 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 **22-MMGYnon-32888- 2022 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.