



MEMORANDUM

TO: All Employees
FROM: Heather Hutchinson, Human Resources Manager
DATE: December 7, 2021
SUBJECT: 2021 Christmas/New Year's & the 2022 Holiday Schedule

Below you will find the schedules for the upcoming Christmas & New Year's holidays as well as the 2022 Holiday Schedule:

HOLIDAY	CALENDAR DATE	ALL LOCATIONS CLOSED
Christmas Day	Saturday, December 25, 2021	Friday, December 24, 2021
New Year's Day 2022	Saturday, January 1, 2022	Friday, December 31, 2021
Memorial Day	Monday, May 30, 2022	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022	Monday, September 5, 2022
Thanksgiving Day	Thursday, November 24, 2022	Thursday, November 24, 2022
Day after Thanksgiving	Friday, November 25, 2022	Friday, November 25, 2022
Christmas Day	Sunday, December 25, 2022	Monday, December 26, 2022
New Year's Day 2023	Sunday, January 1, 2023	Monday, January 2, 2023

*To be eligible to receive holiday pay, you must work (or be available to work) on the last scheduled workday before **and** the first scheduled workday after the holiday.

All locations will close at 3pm the day before long holiday weekends: **2021: Thursday, December 23rd; Thursday, December 30th. **2022:** Friday, May 27th; Friday, July 1st; Friday, September 2nd; Wednesday, November 23rd; Friday, December 23rd; Friday, December 30th.

If you have any questions regarding the holiday schedule or the holiday policy, please contact me at 207-817-7557 or via email at hhutchinson@sargent-corp.com.

Happy Holidays!