



MEMORANDUM

TO: City Employees
FROM:  Nicole M. Clark, Director of Human Resources
DATE: July 16, 2019
SUBJECT: **2020 Holiday Schedule**

The following listed holidays will be observed by the City of Hampton employees in the calendar year 2020:

<u>Holidays</u>	<u>Dates City Offices Closed</u>
New Year's Day	Wednesday, January 1, 2020
Martin Luther King, Jr. Day	Monday, January 20, 2020
Presidents' Day	Monday, February 17, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Veterans Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
Christmas Day	Friday, December 25, 2020
Employee's Birthday	Awarded during the month of the employee's birthday and may be taken on another regular work day during the 2020 calendar year during or after the employee's birth month with management approval.

Personnel designated by their Department Heads who work in operations which must be continuously maintained regardless of holidays, shall observe the actual legal holidays for pay purposes.