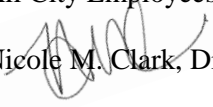




MEMORANDUM

TO: All City Employees
FROM:  Nicole M. Clark, Director of Human Resources
DATE: December 1, 2020
SUBJECT: **2021 Holiday Schedule and Additional Days Off**

The following holidays will be observed by the City of Hampton in the calendar year 2021:

<u>Holidays</u>	<u>Dates City Offices Closed</u>
New Year's Day	Friday, January 1, 2021
Martin Luther King, Jr. Day	Monday, January 18, 2021
Presidents' Day	Monday, February 15, 2021
Memorial Day	Monday, May 31, 2021
Juneteenth Day	Friday, June 18, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Veterans Day	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 25, 2021
Christmas Day	Friday, December 24, 2021

Personnel designated by their Department Heads who work in operations that remain open regardless of holidays may observe the actual legal holidays for pay purposes.

November 26, 2021 and December 23, 2021 will be observed as Administrative Bonus Days.

Personal leave days are awarded to Permanent Full-Time (PFT) employees on January 1st, April 1st, July 1st, and October 1st and expire at the end of each quarter. Birthday leave is awarded to PFT employees during the month of the employee's birthday and expires at the end of the month before the employee's next birthday.