



Holiday & PTO Policy 2024

2024 Holidays

Holiday	Date	Day
MLK Day	Jan 15	Monday
Presidents' Day	Feb 19	Monday
Memorial Day	May 27	Monday
4th of July	July 4	Thursday
Labor Day	Sep 2	Monday
Columbus Day/Indigenous Day	Oct 14	Monday
Veterans Day	Nov 11	Monday
Thanksgiving Day	Nov 28-29	Thursday, Friday
Christmas Day	Dec 25	Wednesday
New Years Day	Jan 1	Wednesday

PTO Policy

In addition to the holidays above, all full-time employees receive 10 paid vacation days per year, and 5 sick days. These do not roll over to the next calendar year or convert to cash at any point. If you require additional sick days, you must seek arrangements through the state's Disability program.

PTO Procedure

All employees must submit sick days and PTO requests [here](#). If you are submitting a PTO request, your direct manager will approve or deny the request. PTO requests should be submitted 14 days in advance when possible. Sick days should be submitted on the day(s) that you are sick.

Holiday Staffing

When the office is closed, the following personnel will be on-call:

- (1) Warehouse Supervisor
- (1) Forklift Driver
- (1) Designated Admin