



Holiday & PTO Policy 2025

Holiday	Date	Day
MLK Day	Jan 20	Monday
Presidents' Day	Feb 17	Monday
Memorial Day	May 26	Monday
Juneteenth	June 19	Thursday
4th of July	July 4	Friday
Labor Day	Sep 1	Monday
Columbus Day/Indigenous Day	Oct 13	Monday
Veterans Day	Nov 11	Tuesday
Thanksgiving Day	Nov 27-28	Thursday, Friday
Christmas Day	Dec 25	Thursday
New Years Day	Jan 1	Thursday

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. If you require additional sick days, you must seek arrangements through the state's Disability program.

PTO Procedure

If you are submitting a PTO request, please email 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