

HUMAN RESOURCES DEPARTMENT
MEMORANDUM



Date: November 19, 2018
To: All employees
From: Karen A. Caines
Director of Human Resources
Re: 2019 Holiday Schedule

Here is a listing of the 8 official holidays that will be observed by Goodwill in 2019:

Holiday	Date Observed by Goodwill
** New Year's Day	Tuesday, January 1 st
** Martin Luther King, Jr. Day	Monday, January 21 st
** Good Friday	Friday, April 19 th (The retail stores & ADCs are open but are closed on Easter Sunday, April 21 st)
** Memorial Day	Monday, May 27 th
** Independence Day	Thursday, July 4 th
** Labor Day	Monday, September 2 nd
Thanksgiving Day	Thursday, November 28 th
Christmas Day	Wednesday, December 25 th

****NOTE:** On these holidays, the retail stores and ADCs are **open**. An employee must reserve PTO time in order to be paid for any Goodwill observed holiday in which your department is closed and you are not scheduled to work.

^NOTE: Goodwill policy indicates that when an actual holiday falls on a weekend, Goodwill will observe it as follows: Saturday is observed on Friday and Sunday is observed on Monday.

Please keep in mind that Paid Time Off (PTO) will be paid out for those employees who work on holidays as follows:

- **Hourly paid employees:** If you work on the holiday, then you have the option to request PTO time to be paid in addition to your hours worked that day (PTO hours paid cannot exceed hours worked on the holiday).
- **Salaried employees:** If you work on the holiday, you must notify the Payroll department in writing to prevent PTO from being entered for you on the holiday.

Please contact the Human Resources Department if you have any questions.

NOTE: This information will be transitioned to the organizational calendar on Goodwill's Intranet for your future reference.