

# Interoffice Memo



**To:** All City Employees  
**From:** Genesis Wallace, Administrative Services Director  
**Re:** 2021 Holiday Schedule

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*Listed below are the holidays that will be observed by the City of Creedmoor for the 2021 calendar year.*

<b>New Year's Day</b>	January 1, 2021	Friday
<b>Martin Luther King, Jr. Birthday</b>	January 18, 2021	Monday
<b>Good Friday</b>	April 2, 2021	Friday
<b>Memorial Day</b>	May 31, 2021	Monday
<b>Independence Day</b>	July 5, 2021	Monday
<b>Labor Day</b>	September 6, 2021	Monday
<b>Veterans Day</b>	November 11, 2021	Thursday
<b>Thanksgiving</b>	November 25 & 26, 2021	Thursday & Friday
<b>Christmas</b>	December 23, 24, & 27, 2021	Thursday, Friday & Monday

**NOTE:** The schedule above has been published for the calendar year 2021 by the Office of State Human Resources. Per the *City of Creedmoor's Personnel Policy, Article VI, Section 2: Holidays*, "The city has adopted the holiday schedule as published by the State of North Carolina" and "Employees scheduled to work the day before, day of, and/or day after a holiday (including Friday or Monday if the holiday falls on either of those days) must work those days in order to be eligible to receive pay for the holiday(s) unless granted approved leave at least 24 hours in advance."