Employees whose roles require them to work on MLK, Memorial or Labor Day will be offered a floating holiday in lieu of any of these holidays on which they need to work. Like with vacation days, these days off can be taken at a time previously approved by their supervisor or manager. The day should be recorded as holiday time.

Notes:

Jan 17  Martin Luther King Day (Timesheet = Holiday)
May 30  Memorial Day (Timesheet = Holiday)
July 01  Discretionary Day (Timesheet = CTO code DD)
Jul 04  Independence Day (Timesheet = Holiday)
Sep 5   Labor Day (Timesheet = Holiday)
Nov 24  Thanksgiving Day (Timesheet = Holiday)
Nov 25  Thanksgiving Day (Timesheet = Holiday)
Dec 23  Christmas Day (Timesheet = Holiday)
Dec 26-Dec 30 Winter Recess (Timesheet = CTO code W)