

MEMORANDUM
HUMAN RESOURCES OFFICE

DATE: November 7, 2023
TO: World Ministries Center Staff
FROM: Human Resources
RE: **2024 Holidays**

The schedule the World Ministries Center will be observing for our paid holidays in 2024 follows below. Hopefully this will help you in scheduling your department needs as well as your personal holiday plans.

Monday, January 1	New Year's Day
Monday, January 15	Martin Luther King Day
Monday, February 19	Presidents' Day
Friday, March 29	Good Friday
Monday, May 27	Memorial Day
Thursday, July 4 Friday, July 5	Independence Day
Monday, September 2	Labor Day
Thursday, November 28 Friday, November 29	Thanksgiving
Monday, December 23 - Wednesday, January 1, 2025	Christmas and New Year's Day

*The office will be closed from Monday, December 23rd until Thursday, January 2nd as paid holiday time. Because year-end always has significant implications, some will be required to work during this time and your supervisor will work with you to schedule when you will be needed and when you will be able to take the equivalent time off at a different time.