



**MEMORANDUM**

DATE: October 21, 2024

TO: All City of Smyrna Employees and Department Heads

FROM: Carol Sicard, Human Resources

**RE: 2025 City Holidays**

For 2025, twelve City holidays for eligible employees are scheduled for the following dates:

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>
New Year’s Day - January 1	Wednesday, January 1, 2025
Martin Luther King, Jr. Day - 3 <sup>rd</sup> Monday in January	Monday, January 20, 2025
Good Friday- Friday before Easter Sunday	Friday, April 18, 2025
Memorial Day - Last Monday in May	Monday, May 26, 2025
Juneteenth - June 19	Thursday, June 19, 2025
Independence Day - 4 <sup>th</sup> of July	Friday, July 4, 2025
Labor Day - 1 <sup>st</sup> Monday in September	Monday, September 1, 2025
Veterans Day - November 11	Tuesday, November 11, 2025
Thanksgiving Day - 4 <sup>th</sup> Thursday in November	Thursday, November 27, 2025
Day After Thanksgiving	Friday, November 28, 2025
Christmas Eve – December 24	Wednesday, December 24, 2025
Christmas Day – December 25	Thursday, December 25, 2025

For 2025, the Mayor and Council have continued a 13th City holiday – a floating holiday.

This floating holiday may be used for religious or cultural holidays, employee birthdays, other state or federal holidays during which the City of Smyrna remains open or as an additional day for personal use. Floating holidays are available at the beginning of each calendar year for all current employees. A new employee hired before June 30 will receive the floating holiday upon hire; a new employee hired on or after July 1 will receive four (4) floating holiday hours upon hire. Employees must properly request to use their floating holiday. The request must be scheduled and approved in advance by the employee's immediate supervisor. Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

If you have any questions, please contact HR.