

**MEMORANDUM**

DATE:

TO: All City of Smyrna Employees and Department Heads

FROM: Carol Sicard, Human Resources

RE: 2024 City Holidays

For 2024, twelve City holidays for eligible employees are scheduled for the following dates:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day - January 1	Monday, January 1, 2024
Martin Luther King, Jr. Day - 3 rd Monday in January	Monday, January 15, 2024
Good Friday- Friday before Easter Sunday	Friday, March 29, 2024
Memorial Day - Last Monday in May	Monday, May 27, 2024
Juneteenth - June 19	Wednesday, June 19, 2024
Independence Day - 4 th of July	Thursday, July 4, 2024
Labor Day - 1 st Monday in September	Monday, September 2, 2024
Veterans Day - November 11	Monday, November 11, 2024
Thanksgiving Day - 4 th Thursday in November	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Christmas Eve - December 24	Tuesday, December 24, 2024
Christmas Day - December 25	Wednesday, December 25, 2024

For 2024, 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.

Mayor – Derek Norton

City Council: Ward 1 – Glenn Pickens / Ward 2 – Latonia P. Hines / Ward 3 – Travis Lindley /
Ward 4 – Charles (Corky) Welch / Ward 5 – Susan Wilkinson / Ward 6 – Tim Gould / Ward 7 –Kathy Young
City Administrator – Joseph Bennett / City Clerk – Heather Peacon-Corn / City Attorney – Scott Cochran
Municipal Court Judge – Phyllis G Collins