



MEMORANDUM

TO: All City Employees
FROM: Nicole M. Clark, Director of Human Resources
DATE: October 12, 2021
SUBJECT: 2022 Holiday Schedule and Additional Days Off

The following holidays will be observed by the City of Hampton in the calendar year 2022:

<u>Holidays</u>	<u>Dates City Offices Closed</u>
New Year's Day	Friday, December 31, 2021
Martin Luther King, Jr. Day	Monday, January 17, 2022
Presidents' Day	Monday, February 21, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth Day	Monday, June 20, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Veterans Day	Friday, November 11, 2022
Thanksgiving Day	Thursday, November 24, 2022
Christmas Day	Monday, December 26, 2022

Personnel designated by their Department Heads who work in operations that remain open regardless of holidays may observe the actual legal holidays for pay purposes.

November 25, 2022 and December 23, 2022 will be observed as Administrative Bonus Days.

Personal leave days are awarded to Permanent Full-Time (PFT) employees on January 1st, April 1st, July 1st, and October 1st and expire at the end of each quarter. Birthday leave is awarded to PFT employees during the month of the employee's birthday and expires at the end of the month before the employee's next birthday.