



## **INTER-OFFICE MEMORANDUM**

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Alicia McGrath, MA, MBA

### **CHIEF PROGRAM OFFICER**

Linda Schellenberg, MSW


### **CHIEF FINANCIAL OFFICER**

James Crisci, CPA, MBA

### **DIRECTOR OF DEVELOPMENT**

Ted Traver

**To:** Administrative, Community, and Residential Staff

**From:** Alicia McGrath  
Chief Executive Officer 

**Date:** May 17, 2024

**Re:** Holiday Schedule

The following holidays have been scheduled during the 2024-25 program year.

The administrative offices will be closed for the holidays as listed below.

## **HOLIDAY CALENDAR - 2024-25**

Independence Day	Thursday July 4, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving Day	Thursday, November 28, 2024
Christmas Holiday	Wednesday, December 25, 2024 (observed)
New Years Holiday	Wednesday January 1, 2025 (observed)
Martin Luther King Day	Monday, January 20, 2025
Presidents Day	Monday, February 17, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Wednesday, June 19, 2025