



Company Holiday Policy Template

Welcome to [Company Name]! We are excited to have you join our team. As part of our commitment to providing a positive work environment, we have established a holiday policy to ensure that all employees have time to rest and recharge throughout the year.

Our holiday policy includes [number] paid holidays each year, which are listed below:

1. New Year's Day – January 1st
2. Memorial Day – Last Monday in May
3. Independence Day – July 4th
4. Labor Day – First Monday in September
5. Thanksgiving Day – Fourth Thursday in November
6. Christmas Day – December 25th

In addition to these holidays, employees may also be eligible for additional paid time off (PTO) based on their length of service with the company. Please refer to the employee handbook for more information on PTO eligibility and accrual.

If you have any questions about our holiday policy or any other aspect of your employment, please don't hesitate to reach out to the HR department. We are here to support you and ensure that you have a positive experience at [Company Name].

We look forward to working with you and wish you a successful and fulfilling career with us.

Sources:

– U.S. Office of Personnel Management. "Federal Holidays."

<https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>

– Society for Human Resource Management. "Holiday Pay Laws."

https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_009049.aspx