



Memo

To: All Doyon Government Group Employees
From: Human Resources
Date: October 6, 2021
Subject: 2022 Holiday Schedule

The following (10) holidays will be observed during the calendar year. DGG office(s) will be closed on the holidays listed below. Please note these holidays may not apply to field personnel; refer to contract specific requirements for more information and consult with your supervisor or Human Resources.

Except for designated floating holidays, if you work on a holiday, you must record your hours worked plus 8 hours of holiday. With your supervisor's approval, you can swap it with another day within the same pay period, then record the holiday on the day taken. Holidays must be taken in full day increments. Employees receive two floating holidays per year. These two floating holidays may be used for the DGG designated floating holidays listed below or another day off for religious or cultural holidays, employee birthdays, or other state or federal holidays. With your supervisor's prior approval, you can swap a floating holiday with another day within the calendar year (record the paid floating holiday on the day taken on your timecard). Unused floating holidays will not carry over to the next payroll calendar year and must be used before pay period ending 12/24/2022.

Holiday	Day Observed
New Year's Day	Monday, January 3
President's Day *	Monday, February 21
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Veterans Day *	Friday, November 11
Thanksgiving Day	Thursday, November 24
Day after Thanksgiving Day	Friday, November 25
Christmas Eve	Friday, December 23
Christmas Day	Monday, December 26



** May be used as a floating holiday (flex day) based on company and supervisor approval.*
