**RHODE ISLAND SCHOOL OF DESIGN**

**MEMORANDUM**

**TO:** RISD Museum Staff

**FROM:** Liz Rainone, Interim Vice President for Human Resources

**RE:** 2023-2024 HOLIDAY SCHEDULE

I am pleased to announce the holiday schedule for FY24 (July 1, 2023 - June 30, 2024). This schedule should enable everyone to plan in advance for your time off and ensure that all Museum operations are running smoothly.

The following is the 2023-2024 Museum Holiday Schedule:

HOLIDAY CELEBRATED

Independence Day Tuesday, July 4, 2023

Flexible Holiday *\*\*Floating Holiday*

Labor Day Monday, September 4, 2023

Indigenous People's Day Monday, October 9, 2023

Veterans' Day (November 11) *\*\*Floating Holiday*

Thanksgiving Day Thursday, November 23, 2023

Day after Thanksgiving Friday, November 24, 2023

Christmas Eve *\*\*Floating Holiday*

Christmas Day Monday, December 25, 2023

New Year's Eve *\*\*Floating Holiday*

New Year's Day Monday, January 1, 2024

Dr. Martin Luther King Jr. Day Monday, January 15, 2024

Memorial Day Monday, May 27, 2024

Juneteenth Wednesday, June 19, 2024

\*\*Floating Holidays must be scheduled with supervisor approval and used during the 2023-2024 fiscal year.

Hourly paid employees who record their time in Workday should designate floating holidays as “Float Holiday.” Hourly paid employees who record their time in Kronos should designate floating holidays as “Holiday.” Salaried employees are responsible for tracking these days in the same manner as other paid time off.

*Note: Holidays for bargaining unit employees will follow their collective bargaining agreement.*

\*\*\*Because Visitor Services and the Museum Security Guards all work when the Museum is open

to the public, all hourly paid staff in those areas, as well as Museum Custodians, will observe the

holidays as noted on the above schedule with the following exceptions as we are closed those days:

Christmas Eve December 24, 2023

New Year's Eve December 31, 2023