



To: RISD Museum Staff

From: Liz Rainone, Interim Vice President for Human Resources

Subject: 2024-2025 HOLIDAY SCHEDULE

I am pleased to announce the holiday schedule for FY25 (July 1, 2024 - June 30, 2025). This schedule should enable everyone to plan in advance for your time off and ensure that all Museum operations are running smoothly. I hope your time off provides you with opportunities to relax and connect with those important to you.

The following is the 2024-2025 Museum Holiday Schedule:

<u>HOLIDAY</u>	<u>CELEBRATED</u>
Independence Day	Thursday, July 4, 2024
Flexible Holiday	<i>**Floating Holiday</i>
Labor Day	Monday, September 2, 2024
Indigenous People's Day	Monday, October 14, 2024
Veterans' Day (November 11)	<i>**Floating Holiday</i>
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
Additional Winter Holiday	<i>**Floating Holiday</i>
New Year's Eve	Tuesday, December 31, 2024
New Year's Day	Wednesday, January 1, 2024
Dr. Martin Luther King Jr. Day	Monday, January 20, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025

*\*\*Floating Holidays must be scheduled with supervisor approval and used during the 2024-2025 fiscal year.*

Employees who record their time in Workday should designate floating holidays as "Float Holiday." Managers of hourly paid employees whose time is recorded in Kronos should designate floating holidays as "Holiday."

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