

Memorandum

COTTONWOOD
I N C O R P O R A T E D

Date: November 1, 2022
To: Cottonwood Staff, Consumers, Parents, & Guardians
From: Colleen Himmelberg, CEO
RE: **2023 Holidays**



Following are Holidays on which Cottonwood, Inc. will be closed for **2023**:

New Year's Day	Monday, January 2 nd
Martin Luther King Day	Monday, January 16 th
Spring Break	Friday, April 7 th
Memorial Day	Monday, May 29 th
Independence Day	Tuesday, July 4 th
Labor Day	Monday, September 4 th
Thanksgiving	Thursday & Friday, November 23 rd & 24 th
Christmas	Monday, December 25 th
New Year's Day	Monday, January 1, 2024

Please note: As per Cottonwood policy, "...if a holiday falls on a Saturday, it will be observed the day before. If a holiday falls on a Sunday, it will be observed the day after". Please be sure to note affected holidays when planning vacation time. In some previous years when the Christmas holiday has fallen on a Tuesday or Thursday, Management has given staff an additional holiday the day before or after, but Cottonwood policy states there is only one official paid holiday for Christmas.