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# **Holiday Schedule**

**Christmas – Office Closing at Noon Tuesday, December 24th and Closed Wednesday, December 25, 2024**

**New Year’s Day - Office Closing at Noon Tuesday, December 31st and Closed Wednesday, January 1, 2025**

**Martin Luther King Day - Office Closed Monday, January 20, 2025**

**President’s Day - Office Closed Monday, February 17, 2025**

**Memorial Day - Office Closed Monday, May 26, 2025**

**Independence Day - Office Closed Friday, July 4, 2025**

**Labor Day - Office Closed Monday, September 1, 2025**

**Veterans Day - Office Close Tuesday, November 11, 2025**

**Thanksgiving - Office Closed Thursday - Friday, November 27-28, 2025**

**Christmas - Office Closing at Noon Wednesday, December 24th and Closed Thursday, December 25, 2025**

**New Year’s Day - Office Closing at Noon Wednesday, December 31st and Closed Thursday, January 1, 2026**

*All full-time, regular employees receive one floating holiday per fiscal year, in addition to the listed paid holidays. The floating holiday may be used only for a religious, cultural, state, or federal holiday during which IIA of IL remains open.*

*Employees must notify the Director of HR of their intent to use the floating holiday and should have the day off approved in advance by their immediate supervisor, if applicable.*

*Floating holidays will not be carried over to the next fiscal year, nor may they be cashed out if not taken, nor paid upon termination of employment.*