



2025

HOLIDAY SCHEDULE



1. New Year's Day	01/01/2025	Closed Wednesday
2. Memorial Day	05/26/2025	Closed Monday
3. Fourth of July	07/04/2025	Closed Friday
4. Labor Day	09/01/2025	Closed Monday
5. Thanksgiving Day	11/27/2025	Closed Thursday
6. Day After Thanksgiving	11/28/2025	Closed Friday
7. Holiday Closure	12/24/25 – 01/01/26	Family Focus Time Off

Holidays are available to all employees who completed ten (10) working days prior to the paid holiday being observed and work the schedule shift criteria below.

To qualify for and receive holiday paid time off pay, employees are required to work their scheduled shift before and scheduled shift after each holiday. For example, a 2025 holiday is observed on Friday, July 4th. Employee requested vacation day for Thursday, July 3rd. The employee must work their scheduled shift before the holiday on Wednesday, July 2nd and scheduled shift after the holiday on Monday, July 7th to qualify for paid time off.

Please contact your direct supervisor or HR@Richards-Supply.com for further clarification.