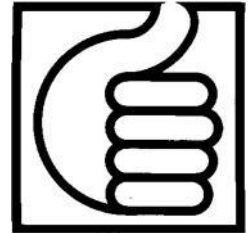


COTTONWOOD
I N C O R P O R A T E D

Date: November 1, 2023
To: Cottonwood Staff, Consumers, Parents, & Guardians
From: Colleen Himmelberg, CEO
RE: **2024 Holidays**



Following are Holidays on which Cottonwood, Inc. will be closed for **2024**:

New Year's Day	Monday, January 1 st
Martin Luther King Day	Monday, January 15 th
Spring Break	Friday, March 29 th
Memorial Day	Monday, May 27 th
Independence Day	Thursday, July 4 th
Labor Day	Monday, September 2 nd
Thanksgiving	Thursday & Friday, November 28 th & 29 th
Christmas	Wednesday, December 25 th
New Year's Day	Wednesday, January 1, 2025

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.