



HOLIDAY SCHEDULE 2024

At CIEE, we value both working hard and having fun. That calls for us to balance our priorities to provide the highest level of service to clients, participants and partners, while we provide our employees time to recharge, recreate and spend quality time with family and friends.

In addition to annual paid vacation, all regular US employees working 30 hours or more per week receive a generous slate of paid holidays. CIEE offers 11 national holidays, an additional week at the end of December and 6 bonus Fridays (winter/summer) for a total of 22 paid holidays each year. That's a full month of holidays!!

The holiday schedule will be distributed annually and electronically posted on the HR web site. We recognize and accept that many of us may need to work on some of these days to maintain the level of service and support expected of CIEE.

Supervisors are expected to manage their teams to ensure we maintain exceptional service levels. This may mean that certain employees work on holidays and supervisors must communicate clearly and timely with their teams. Comparable days off will be provided to any employee who is required to work on a CIEE Holiday.

*2024 Standard Holidays & Special Holidays:

New Year's Day	Monday, January 1st
Martin Luther King, Jr. Birthday	Monday, January 15th
President's Day	Monday, February 19th
Memorial Day	Monday, May 27th
Juneteenth	Wednesday, June 19th
Independence Day	Thursday, July 4th
Labor Day	Monday, September 2nd
Indigenous Peoples Day	Monday, October 14th
Thanksgiving Week (a)	Wednesday, November 27th – Friday, November 29th
December Holiday (a)	Monday, December 23rd – Tuesday, December 31st

Bonus Fridays (b) – TGIF!

Winter Fridays	Two Fridays between January 1st – May 30th
Summer Fridays	Four Fridays between May 15th – September 12th

Notes:

- a. Employees may need to work these days, depending on their supervisors' final determination.
- b. New employees are eligible for Bonus Fridays on the first of the year following the employee's hire date. Employees may select only Fridays and must get advance written approval from supervisor at the beginning of the season to enable appropriate scheduling and coverage.

Some additional thoughts:

It's important to take time off, but let's work together to ensure we continue to provide the highest quality of service. All vacation and holiday time should be set and approved, in ADP, well in advance of taking the days.