

Proline/ProLift- Year 2024 Holidays

- **January 1 2024- New Year's Day**
- **January 15 2024- Martin Luther King Jr.**
 - **March 29 2024- Good Friday**
 - **May 27 2024- Memorial Day**
 - **June 19 2024- Juneteenth day**
 - **July 4 2024- Independence Day**
 - **September 2 2024- Labor Day**
 - **November 11 2024- Veteran's day**
- **November 27 2024- Office closes at 12noon**
 - **November 28 2024- Thanksgiving Day**
- **December 23 2024- Office closes at 12noon**
 - **December 24 2024- Office closed**
 - **December 25 2024- Christmas Day**
 - **December 26 2024- Office closed**
- **December 30 2024- Office closes at 12noon**
 - **December 31 2024- Office is closed**
 - **January 1 2025- Office closed**

Note: Each staff member is encouraged to take a week off every 6-months starting January 1, 2024 with pay. Approval must be sort, received and documented. All tasks must be completed up to date. Plan for tasks continuity must be attached. Vacation cannot be combined, saved, or rolled over- It expires. Fill attached form for vacation request- must be approved by Ms. Yinka via email.

All religious or cultural holidays not listed above will require approval in writing as well.

VACATION REQUEST FORM(Proline/ProLift)

Staff:

Position:

Date requested:

Date to resume:

Task continuity (Yes/No):

Supervisor:

Staff Signature (Work continuity has been delegated with approval and tasks up to date):

Approval (Signature):