



**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

CIRCULAR MEMORANDUM NO. 22-05

November 2, 2022

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer

A handwritten signature in blue ink, appearing to read "Gilbert A. Montaña", is written over the "FROM:" line.

SUBJECT: HOLIDAY SCHEDULE FOR 2023

1. PURPOSE.

This memorandum announces the holidays for the year 2023 as set by the City Council for all city agencies.

<u>HOLIDAYS</u>	<u>DATE OF OBSERVANCE</u>	<u>DAY</u>
New Year's Day (Observed)	January 2, 2023	Monday
Martin Luther King, Jr. Day	January 16, 2023	Monday
Mardi Gras	February 21, 2023	Tuesday
Good Friday	April 7, 2023	Friday
Memorial Day	May 29, 2023	Monday
Juneteenth Day (Observed)	June 19, 2023	Monday
Independence Day	July 4, 2023	Tuesday
Labor Day	September 4, 2023	Monday
Indigenous Peoples' Day	October 9, 2023	Monday
Thanksgiving Day	November 23, 2023	Thursday
Veterans Day (Observed)	November 24, 2023	Friday

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Christmas Eve (Observed)	December 22, 2023	Friday
Christmas Day	December 25, 2023	Monday
New Year's Eve (Observed)	December 29, 2023	Friday

2. REARRANGEMENT OF 2022 HOLIDAY SCHEDULE.

City Council Motion (As Corrected) No. M-22-440 authorizes that the Chief Administrative Officer may rearrange the holiday schedule for any City department or agency as deemed necessary for ensuring continued municipal operations, provided that fourteen (14) holidays are granted to employees and that the cost of the holiday rearrangement does not exceed the amount allocated for the observance of the originally scheduled holidays listed above.

3. EXPIRATION DATE.

This memorandum expires on December 31, 2023.

4. INQUIRES.

Questions concerning this memorandum should be addressed to Chief Administrative Office, Employee Relations Division at (504) 658-7770.

GAM/RTH/zaf