



**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

CIRCULAR MEMORANDUM NO. 21-08

November 23, 2021

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaño, Chief Administrative Officer

A handwritten signature in black ink, appearing to read "G. Montaño", is written over the name of the Chief Administrative Officer.

SUBJECT: AMENDED HOLIDAY SCHEDULE FOR 2021

1. PURPOSE.

This memorandum announces the amended holidays for the year 2021 as set by the City Council for all city agencies.

<u>HOLIDAYS</u>	<u>DATE OF OBSERVANCE</u>	<u>DAY</u>
Martin Luther King, Jr. Day	January 18, 2021	Monday
Mardi Gras	February 16, 2021	Tuesday
Good Friday	April 2, 2021	Friday
Memorial Day	May 31, 2021	Monday
Juneteenth Day (Observed)	June 18, 2021	Friday
Independence Day (Observed)	July 5, 2021	Monday
Labor Day	September 6, 2021	Monday
Thanksgiving Day	November 25, 2021	Thursday
Veterans Day (Observed)	November 26, 2021	Friday

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Christmas Eve	December 24, 2021	Friday
Christmas Day (Observed)	December 27, 2021	Monday
New Year's Eve	December 31, 2021	Friday

2. REARRANGEMENT OF 2021 HOLIDAY SCHEDULE.

The City Council announced the City Government's 2021 holiday schedule in Motion No. M-20-373. The holiday schedule for City Government for the year 2021 has been amended to include Juneteenth Day and News Year's Eve via Motion No. M-21-217 and Motion No. M-21-421 respectively. The Administration may rearrange the holiday schedule for any City department or agency deemed necessary for ensuring continued operations, provided that twelve (12) days are granted to employees and that the cost of rearrangement does not exceed the amount allocated to cover the cost of the twelve holidays listed above.

3. EXPIRATION DATE.

This memorandum expires on December 31, 2021.

4. INQUIRIES.

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

GM/RTH/zaf