



2026

HOLIDAY SCHEDULE



1. New Year's Day	01/01/2026	Closed Thursday
2. Memorial Day	05/25/2026	Closed Monday
3. Fourth of July	07/03/2026	Closed Friday
4. Labor Day	09/07/2026	Closed Monday
5. Thanksgiving Day	11/26/2026	Closed Thursday
6. Day After Thanksgiving	11/27/2026	Closed Friday
7. Holiday Closure	12/24/26 – 01/01/27	Family Focus Time Off

Holidays are available to all employees who completed ten (10) working days prior to the paid holiday being observed and work the schedule shift criteria below.

To qualify for and receive holiday paid time off pay, employees are required to work their scheduled shift before and scheduled shift after each holiday. For example, a 2026 holiday is observed on Monday, September 7th. Employee requested vacation day for Friday, September 4th. The employee must work their scheduled shift before the holiday on Thursday, September 3rd and scheduled shift after the holiday on Tuesday, September 8th to qualify for paid time off.

Please contact your direct supervisor or HR@Richards-Supply.com for further clarification.