



TOWN OF WEST SPRINGFIELD
HUMAN RESOURCES DEPARTMENT

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MEMORANDUM

TO: Department Heads

DATE: October 7, 2019

FROM: Kelley Beckwith, SPHR
Human Resources Manager

SUBJECT: **2020 HOLIDAY SCHEDULE**

Massachusetts General Law (c.4,s7) designates the following days during the 2020 calendar year as legal holidays in Massachusetts. If the holiday falls on Saturday, office staff will be allowed the Friday before the holiday. If the holiday falls on a Sunday, the following Monday will be the designated holiday.

HOLIDAY	DATE TO BE OBSERVED
New Year's Day	Wednesday, January 1, 2020
Martin Luther King, Jr. Day	Monday, January 20, 2020
President's Day	Monday, February 17, 2020
Patriots' Day	Monday, April 20, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Saturday, July 4, 2020 (observed Friday July 3 rd)
Labor Day	Monday, September 7, 2020
Columbus Day	Monday, October 12, 2020
Veteran's Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
	Friday, November 27, 2020
Christmas Day	Friday, December 25, 2020

Because of varied religious practice of Town of West Springfield employees, Department Heads are encouraged to grant time off for the observance of religious holidays and practices. Such time shall be recorded as vacation or personal leave.

Please communicate this information to all individuals in your department and post on your department bulletin board. ***It is recommended that each employee consult their union contract for holiday eligibility requirements.***