



OFFICE OF HUMAN RESOURCES

Marc Elrich  
County Executive

Berke Attila  
Director

MEMORANDUM

Tuesday, October 12, 2021

TO: Executive Branch Department & Office Directors

FROM: Berke Attila, Director, Office of Human Resources

A handwritten signature in black ink that reads "Berke Attila".

SUBJECT: Holiday Schedule for Calendar Year 2022

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The following are the official County holidays for calendar year 2022.

Holiday	Date
New Year's Day	Saturday, January 1, 2022 (Actual) or Friday, December 31, 2021 (Official)*
Dr. Martin Luther King's Birthday	Monday, January 17
Presidents Day	Monday, February 21
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Veterans Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Christmas Day	Sunday, December 25 (Actual) or Monday, December 26 (Official)*

The holiday period is from 12:00 a.m. to 11:59 p.m. on the published dates. These official holidays are the only County holidays for the purposes of the Montgomery County Personnel Regulations (MCPR).<sup>1</sup>

A part-time employee receives holiday leave on a prorated basis. To calculate the prorated holiday leave: Divide the number of hours the part-time employee is scheduled to work in the pay period by 10 (e.g., a part-time employee who works 25 hours per week, or a total of 50 hours per pay period, would receive 5 hours of holiday leave:  $50/10 = 5$ ).

To maintain critical operations, some employees are required to work on holidays.

<sup>1</sup> MCPR Section 24-2(a)

*Holiday Schedule for Calendar Year 2022*

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In 2022, New Year's Day falls on a Saturday and Christmas Day falls on a Sunday. When a County holiday occurs on a Saturday or Sunday, the holiday is observed on the Friday before or the Monday after the actual holiday, respectively.<sup>2</sup> However, a director of a department that provides services on Saturday or Sunday may require an employee to work:

1. On the actual holiday (Saturday, January 1, 2022) (Sunday, December 25, 2022) ***instead*** of the official holiday (Friday, December 31, 2021) (Monday, December 26, 2022);
2. On the official holiday (Friday, December 31, 2021) (Monday, December 26, 2022);  
or
3. ***Both*** the actual (Saturday, January 1, 2022) (Sunday, December 25, 2022) and official holiday (Friday, December 31, 2021) (Monday, December 26, 2022).

In November 2021, the Montgomery County Council will be asked to decide on proposed legislation to name Juneteenth (June 19th) as an official County holiday. If Juneteenth becomes an official County holiday, additional guidance will be sent to department directors and their HR Liaisons.

Some offices or divisions within the County are given approval to celebrate holidays based on their operational calendars (*e.g.*, Sheriff's Office, School Health Nurses, Community Use of Public Facilities, etc.). In the event of collective bargaining or amendments to the Personnel Regulations, these holidays may be subject to change.

If you have any questions, please contact OHR, Compensation at [OHR.Compensation2@montgomerycountymd.gov](mailto:OHR.Compensation2@montgomerycountymd.gov).

cc: OHR, Compensation  
Finance, Mctime  
Finance, Payroll

<sup>2</sup> MCGEO CBA Article 20.3