



2024 Holiday Schedule

The Arc's offices will be closed on the holidays listed below. Please note, that if a holiday falls on a Monday, your timesheets are still due. You can submit your timesheet as you typically would, following the guidelines below.

To help to ensure that your timesheet has been received, we ask that:

- For those that fax their timesheets please get verification that the timesheet fax was successful.
- For those that email their timesheets, please ensure that you receive a return email from Payroll indicating that your timesheet has been received. Please note, on Mondays when the office is closed emails will be sent on Tuesday indicating your timesheet has been received. If you do not receive an email, your timesheet was not received. Please either resend or call the office, 978-373-0552.
- For those that drop off your timesheets to the Arc office, please slide your timesheet under The Arc's main entrance door or leave them in the bin by 5pm on Monday. If your timesheet is complete by the prior Friday, you may also drop it at the office on Friday.

Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King Day
Monday, February 19, 2024	President's Day
Monday, April 15, 2024	Patriot's Day
Monday, May 27, 2024	Memorial Day
Wednesday, June 19, 2024	Juneteenth
Thursday, July 4, 2024	Independence Day
Friday, July 5, 2024	Independence Day Weekend
Monday, September 2, 2024	Labor Day
Monday, October 14, 2024	Columbus Day
Thursday, November 28, 2024	Thanksgiving Day
Friday, November 29, 2024	Day after Thanksgiving
Wednesday, December 25, 2024	Christmas Day