Policy Title: Holidays

Policy & Procedure Statement:

ICOM publishes an official Holiday Calendar on its website each July 1 for the coming fiscal year. ICOM observes the following (6) holidays on an annual basis:

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thursday and Friday of Thanksgiving week

Holidays falling on the weekend will be observed either on the Friday before or the Monday after the holiday. In addition, ICOM is closed for a paid winter holiday period starting with the last regular business day before Christmas through January 1 of each year.

Approved by: