

Girl Scouts of the USA

Headquarters

Holiday Schedule 2017

January 1, 2017 – December 31, 2017

New Year's Day	Monday	January 2
Martin Luther King, Jr.'s Birthday	Monday	January 16
President's Day	Monday	February 20
Memorial Day	Monday	May 29
Independence Day	Tuesday	July 4
Labor Day	Monday	September 4
Columbus Day	Monday	October 9
Thanksgiving (2 days)	Thursday Friday	November 23 November 24
Christmas (2 days)	Monday Tuesday	December 25 December 26

In anticipation of travel plans and journeys ahead to reach your family and friends, GSUSA HQ offices will close at 3pm on the business day prior to the above holidays, except Thanksgiving and Christmas. On the day before Thanksgiving and Christmas, we ask that managers use their discretion, in granting any early departure requests from their staff.

If you take PTO on an early closing day please be sure to enter 7 hours.

In all cases, please ensure to monitor your emails or phone as appropriate through the end of the day, particularly those of you in customer-facing roles.

Also, for days on which GSUSA HQ offices close at 3pm, note that the last mail pickup will be at 2:30pm and all out going packages must be in Office Services no later than 2:30pm to be processed.

We wish you all safe and happy holidays.