

CREATIVE FOAM CORPORATION
Interoffice Memo



TO: Eligible Employees On Standard 10 hour / 4 day Schedule (Mon-Thu)

FROM: Human Resources

DATE: November 24, 2025

RE: 2026 Holiday Schedule

For eligible employees who are regularly scheduled to work a **standard ten (10) hour / four (4) day** work week **Monday – Thursday**, the following will be paid holidays in calendar year 2026:

New Year's Day	Thursday, January 1, 2026
Memorial Day	Monday, May 25, 2026
Independence Day	Thursday, July 2, 2026
Labor Day	Monday, September 7, 2026
Thanksgiving	Thursday, November 26, 2026
Christmas Eve	Wednesday, December 23, 2026
Christmas Day	Thursday, December 24, 2026
New Year's Eve	Wednesday, December 30, 2026
(New Year's Day	Thursday, December 31, 2026)*
(*following year holiday – listed for informational purposes only)	
Floating Holiday**	See information below

While we do not foresee any changes being made to the above, should it become necessary to deviate from this schedule, your immediate supervisor will notify you. If there are any questions, please contact HR. ***Please note this schedule reflects 80 hours of paid holiday time.***

*****Each employee will also have an additional 8-hour floating holiday to be used at a time of their choosing. Floating holiday requests must be entered in Plex.***