

# COMPANY HOLIDAYS



## **Planned Closures**

Throughout the year, our company has designated Staff Holidays. On these days, your Virtual Assistant will not be available to complete tasks, respond to messages, or attend meetings. These holidays are pre-established and recognized across the agency.

While your Virtual Assistant may occasionally choose to work on a holiday, this is at their discretion and should not be expected. Any outstanding work will be resumed on the next business day following a holiday.

If you anticipate needing support that may overlap with a holiday, we kindly ask that you communicate your needs as early as possible so we can make arrangements in advance. Otherwise, please consider all Staff Holidays as non-working days. During these times, if urgent tasks arise, you may need to manage or complete the work independently until our team resumes.

### ***Rafferty Solution Company Holidays:***

**March/April:** Good Friday and Easter Monday

**May:** Memorial Day

**July:** Independence Day

**September:** Labor Day

**November:** Veterans Day, Thanksgiving & Black Friday

**December/January:** Christmas Eve through New Year's Day