



Holiday and Payroll Calendar 2019-2020

Month	Holiday (See NOTE 1')	Bi-Weekly Pay Date	Monthly Bonus Pay-Date (See NOTE 2')
December 2019	Christmas Day (Wednesday, December 25)	Friday, December 13 Friday, December 27	Monday, December 16
January 2020	New Year's Day* (Wednesday, January 1)	Friday, January 10 Friday, January 24	Friday, January 17
February 2020	N/A	Friday, February 7 Friday, February 21	Friday, February 14
March 2020	N/A	Friday, March 6 Friday, March 20	Monday, March 16
April 2020	N/A	Friday, April 3 Friday, April 17	Wednesday, April 15
May 2020	Memorial Day* (Monday, May 25)	Friday, May 1 Friday, May 29 Friday, May 29	Friday, May 15
June 2020	N/A	Friday, June 12 Friday, June 26	Monday, June 15
July 2020	Independence Day* (Saturday, July 4)	Friday, July 10 Friday, July 24	Wednesday, July 15
August 2020	N/A	Friday, August 7 Friday, August 21	Monday, August 17
September 2020	Labor Day* (Monday, September 7)	Friday, September 4 Friday, September 18	Tuesday, September 15
October 2020	N/A	Friday, October 2 Friday, October 16 Friday, October 30	Thursday, October 15
November 2020	Thanksgiving Day (Thursday, November 26)	Friday, November 13 Friday, November 27	Monday, November 16
December 2020	Christmas Day (Friday, December 25)	Friday, December 11 Thursday, December 24	Tuesday, December 15
January 2021	New Year's Day* (Friday, January 1)	Friday, January 8 Friday, January 22	Friday, January 15

NOTE 1:

(Your Divisional President will notify employees if actual operation times change)

New Year's Eve 2019 – Hours of Operation

- Sales: 9:00 AM – 6:00 PM
- Regular hours for all other departments

New Year's Day 2020 – Hours of Operation

- Hall Sales: 10:00 AM – 6:00 PM
- Silver Spring Sales: TBD
- Annapolis Sales: Closed
- MotorWorld Sales: TBD
- Heritage Sales: 10:00 AM – 5:00 PM
- Service, Parts & Body Shop: Closed
- Offices: Closed

Memorial Day 2020 – Hours of Operation

- Sales: 9:00 AM – 6:00 PM
- Service, Parts & Body Shop: Closed
- Offices: Closed

Independence Day 2020 – Hours of Operation

- Hall Sales: 9:00 AM – 6:00 PM
- Silver Spring Sales: 9:00 AM – 5:00 PM
- Annapolis Sales: 9:00 AM – 5:00 PM
- MotorWorld Sales: 9:00 AM – 5:00 PM
- Heritage Sales: 9:00 AM – 6:00 PM

Labor Day 2020 – Hours of Operation

- Sales: 9:00 AM – 6:00 PM
- Service, Parts & Body Shop: Closed
- Offices: Closed

Thanksgiving Day 2020 – Hours of Operation

- All Dealerships are closed

Christmas Eve 2020 – Hours of Operation

- Sales: 9:00 AM – 5:00 PM
- All other departments: 7:00 AM – 5:00 PM

Christmas Day 2020 – Hours of Operation

- All Dealerships are closed

New Year's Eve 2020 – Hours of Operation

- Sales: 9:00 AM – 6:00 PM
- Regular hours for all other departments

New Year's Day 2021 – Hours of Operation

- Hall Sales: 10:00 AM – 6:00 PM
- Silver Spring Sales: TBD
- Annapolis Sales: Closed
- MotorWorld Sales: TBD
- Heritage Sales: 10:00 AM – 5:00 PM
- Service, Parts & Body Shop: Closed
- Offices: Closed

Independence Day Special Notes:

- Service, Parts & Body Shops will be closed [Saturday, July 4](#)
- Corporate and Accounting Offices will be closed [Friday, July 3](#)
- CIC employees will operate their regular schedules and receive the 8 hours holiday pay
- All remaining full time hourly employees (except commissioned based employees) and all flat rate employees will be paid for the holiday

NOTE 2:

Month end settlement of 2020 commissions/bonuses will be paid on the 15th of the following month unless the 15th falls on a weekend or a Bank Holiday, in which case it will be paid on the following Monday. The December bonuses will be paid in January on the Friday following the 15th of the month.