



City of Woburn  
Massachusetts

City Hall  
10 Common Street  
Woburn, MA 01801

Tel: 781-897-5901  
[www.cityofwoburn.com](http://www.cityofwoburn.com)

Scott D. Galvin  
*Mayor*

December 1, 2022

To All Department Heads:

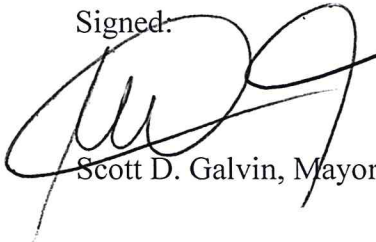
Attached are the **2023 Holiday Schedules** for:

- City Hall Schedule (which applies to all members of the City Hall Workers Union, Teamsters Local 25 Department Head and Professional Staff Union and to the Non-Union, Department Head and Non-Union, Non-Department Head employees who work at City Hall or related offices).
- The Department of Public Works, Cemetery Department and Parks Department Employees Union Contract Schedule (which applies to all members of this union and to the Department Heads of the listed departments).

Please distribute copies and/or post the **2023 Holiday Schedules** in a prominent place in your department for all employees to see.

If there are any questions regarding the schedules, please call Shawna Healey, Director of Human Resources, at 781-897-5955.

Signed:



Scott D. Galvin, Mayor

Attachments

**CITY OF WOBURN**  
**2023 HOLIDAY OBSERVANCE SCHEDULE**  
**CITY HALL and RELATED OFFICES**

New Year's Day	Monday, January 2, 2023
Martin Luther King Day	Monday, January 16, 2023
Presidents Birthday	Monday, February 20, 2023
Good Friday Half Day	Thursday, April 6, 2023 City Hall closes at 4:30 p.m. Friday April 7, 2023 City Hall closes at noon.
Patriots Day	Monday, April 17, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023
July Fourth	Tuesday July 4, 2023
Labor Day	Monday, September 4, 2023
Columbus Day	Monday, October 9, 2023
Veterans Day	Friday November 10, 2023 Thursday November 9, 2023 City Hall closes at 4:30 p.m.
Thanksgiving Day	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 24, 2023
Christmas Eve	Friday December 23, 2023 (Holiday Observance Christmas Eve) Thursday December 21, 2023 City Hall closes at 4:30 p.m.
Christmas Day	Monday December 25, 2023
New Year's Day 2024	Monday January 1, 2024

**CITY OF WOBURN**

**2023 HOLIDAY SCHEDULE**

**DPW, CEMETERY AND PARKS DEPARTMENT EMPLOYEES UNION CONTRACT**

New Year's Day	Monday, January 2, 2023 (Observed Holiday)
Martin Luther King Day	Monday, January 16, 2023
Presidents Birthday	Monday, February 20, 2023
Patriots Day	Monday, April 17, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023
July Fourth	Tuesday July 4, 2023
Labor Day	Monday, September 4, 2023
Columbus Day	Monday, October 9, 2023
Veterans Day	Friday November 10, 2023 (observed)
Thanksgiving Day	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 24, 2023
Christmas Day	Monday December 25, 2023
New Years' Day 2024	Monday January 1, 2024
Floating Holiday	Each employee is entitled to one (1) floating holiday per year which must be declared by the employee thirty days in advance of the date and must have approval from the Department Head.