



20
24

HR Calendar

Workplace holidays, important deadlines,
and monthly HR tips



2024

The start of every new year is a time to reflect on all you've achieved and — let's be honest — survived. As HR professionals, we know you've weathered many changes, but we're willing to bet you took each new challenge in stride.

What makes HR teams so superhuman is their ability to connect with, listen to, and champion the needs of their people — even while simultaneously trying to manage their own burnout.

If you're looking for inspiration, take a peek at the fun holidays we've included in this calendar to dream up new opportunities to engage your employees (World Chocolate Day, anyone?) and remember to plan a personal holiday, too.

And because no HR calendar would be complete without compliance deadlines, we've included some of the most essential tax filing and reporting dates to be aware of. Not as decadent as the chocolate, but it's still food for thought. No offense to our friends at the IRS.

Lastly, you'll find helpful people strategy tips for every month, complemented by data-driven insights from Lattice's HR experts who guide customers on best practices, industry benchmarks, and more.

From our team to yours, have a happy, safe, and engaging 2024. 

 **Lattice**

January

THIS MONTH

National Mentoring Month

Don't forget: Share your organization's holidays and observances for the new year with employees. Be sure it's easily accessible so they can plan time off and team celebrations.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day (Bank Holiday)	2	3	4 National Trivia Day	5	6
7	8	9	10	11	12	13
14	15 Martin Luther King Jr. Day (Bank Holiday) National Bagel Day	16	17	18	19	20
21	22	23	24 International Day of Education	25	26	27
28 Data Privacy Day	29	30	31 Deadline to give employees their W-2s and 1099s; Deadline to file Form 941 for Q4 2023			

HR TIP

Mentorship is like a guiding light, illuminating the path to growth and success for employees. It boosts employee engagement, job satisfaction, and creates a collaborative workplace environment where everyone has a hand in each other's success. For inspiration, [read how Taplytics used Lattice to start its mentorship program.](#)

February

THIS MONTH

Black History Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Groundhog Day	3
4 Rosa Parks Day	5	6	7	8	9	10 Lunar New Year (Year of the Dragon)
11 Super Bowl Sunday	12	13 Mardi Gras	14 Valentine's Day	15	16	17 Random Act of Kindness Day
18	19 President's Day (Bank Holiday)	20 World Day of Social Justice	21	22	23	24
25	26	27	28	29		

HR TIP

Belonging plays a critical role in your employees' mental health, and February's observance of Black History Month is a good time to revisit how Black employees feel when they show up to work. But should be a priority all year round. Add questions about belonging to your diversity and inclusion surveys to learn more about employees' experiences.

March

THIS MONTH

National Disabilities Month

Women's History Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Employee Appreciation Day	2 Deadline to file OSHA Form 300A
3	4	5	6	7	8 International Women's Day	9
10 Daylight Saving Time begins Ramadan starts (tentative)	11	12	13	14 Pi Day	15	16
17 St. Patrick's Day	18	19 Spring begins	20	21	22	23
24	25 Holi	26	27	28	29	30
31 Easter César Chávez Day Transgender Day of Visibility		HR TIP <u>Employee resource groups (ERGs)</u> give a voice and a safe space to workers from underrepresented identities. If you haven't set them up yet, check out our workbook: How to Roll Out ERGs at Your Company for a step-by-step guide.				

April

THIS MONTH

Earth Month

National Volunteer Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 April Fool's Day	2	3	4	5 Laylatul Qadr (Night of Power)	6
7 World Health Day	8	9	10 Eid al Fitr (tentative) National Siblings Day	11 National Pet Day	12	13
14	15 Tax Day	16	17	18	19	20
21	22 Earth Day	23	24 Administrative Professionals Day	25 Take Your Kids to Work Day	26 Arbor Day	27
Passover						
28	29	30 Deadline to file IRS Form 941 for Q1 2024				
Passover						

HR TIP

April is a great time to organize volunteering activities like planting trees or cleaning up a local park. This Earth Day, offer employees volunteer time off (VTO) or schedule a company-wide day of service to foster camaraderie and positively impact your local community.

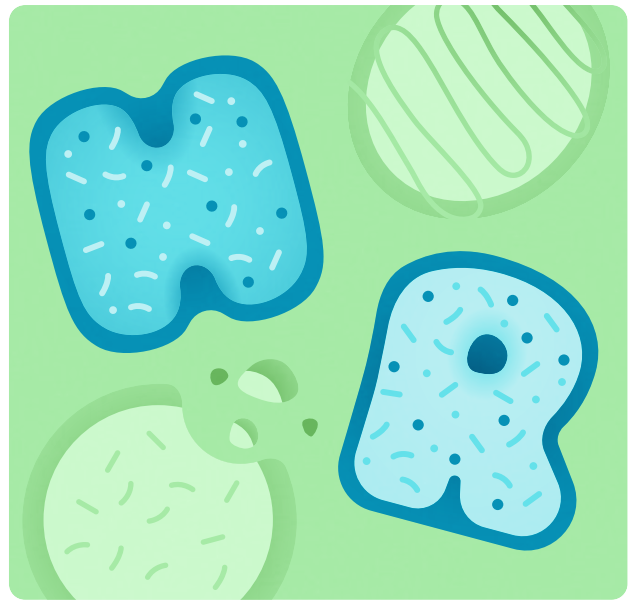
May

THIS MONTH

Asian American and South Pacific
Islander Heritage Month

Jewish American Heritage Month

Mental Health Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 May Day	2	3	4 Star Wars Day
5 Cinco de Mayo	6	7 Teacher's Day	8	9	10	11
12 Mother's Day	13	14	15	16	17 World Baking Day	18
19	20 International Human Resources Day	21	22	23	24	25
26	27 Memorial Day (Bank Holiday)	28	29	30	31	

HR TIP

How conducive are your people strategies to employee wellness? With summer holidays around the corner, it's a good time to get creative with your [time off policy](#), or download our [free workbook on balancing performance and wellbeing](#). And don't forget to take time for yourself, too.

June

THIS MONTH

LGBTQ+ Pride Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 World Environment Day	6	7 Doughnut Day	8 National Best Friend Day
9 International Children's Day	10	11	12	13	14	15
16 Father's Day	17	18	19 Juneteenth	20 Summer begins World Refugee Day	21	22
Eid al-Adha (tentative)						
23 Public Service Day	24	25	26	27	28 International Pride Day	29
30		HR TIP <u>Preparing for mid-year appraisals?</u> Have managers take a moment to reflect on their team's goals and evaluate performance and progress at this halfway point. Give newer leaders the refresher they need by sharing our workbook, <u>Preparing for Performance Reviews as a First-Time Manager</u> .				

July



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day (Bank Holiday)	5	6
7 World Chocolate Day	8	9	10	11	12	13
Al-Hijra (tentative)						
14	15	16	17	18	19	20
21 National Ice Cream Day	22	23	24 International Self-Care Day	25 National Intern Day	26	27
Paris 2024 Summer Olympics						
28 Parents' Day	29	30 International Friendship Day	31 Deadline to file IRS Form 941 for Q2 2024			

Paris 2024 Summer Olympics

HR TIP

Don't let employees' goals end up like their New Year's resolutions. Remind your team to continue setting and updating goals year-round and take a quarterly approach to setting goals to make them feel more achievable.

Paris 2024 Summer Olympics

August

THIS MONTH

Black Business Month

National Wellness Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
Paris 2024 Summer Olympics						
4 National Chocolate Chip Cookie Day	5	6	7	8 International Cat Day	9 Book Lovers Day	10
Paris 2024 Summer Olympics						
11	12	13 Left-Handers Day	14 National Financial Awareness Day	15	16	17
Paris 2024 Summer Olympics						
18	19 World Humanitarian Day World Photography Day	20	21 National Senior Citizens Day	22	23	24
25	26 Women's Equality Day	27	28	29	30	31

HR TIP

Want to implement new HR software next year? Starting your search in late August gives you ample time to explore options, get budget approval, and implement new tech by January 1. Use our free checklist to start evaluating and purchasing new HR tech.

September

THIS MONTH

Hispanic Heritage Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day (<i>Bank Holiday</i>)	3	4	5	6 National 401(k) Day	7
8	9	10 Grandparents' Day World Suicide Prevention Day	11 Patriot Day	12	13	14
15	16	17	18 International Equal Pay Day	19	20	21 World Gratitude Day
22 Fall begins	23	24	25	26 HR Appreciation Day National Voter Registration Day	27	28
29	30 International Podcast Day					

HR TIP

Looking to build your professional network? Join [Resources for Humans](#), Lattice's free Slack community of 18,000 HR leaders for a place to connect, share advice, and ask questions.

October

THIS MONTH

Breast Cancer Awareness Month

Global Diversity Awareness Month

National Learning and Development Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 International Coffee Day	2 Rosh Hashanah	3	4	5 World Teachers' Day
6	7	8	9 Indigenous Peoples' Day (Bank Holiday)	10 World Mental Health Day	11	12
13	14 National Dessert Day	15	16 National Boss's Day	17	18	19
20	21	22	23	24	25	26
27 National Mentoring Day	28 National First Responders Day	29	30	31 Halloween Deadline to file IRS Form 941 for Q3 2024 Diwali		

HR TIP

Employee recognition matters more than you think — regular praise is one of the top five things employees need to do their best work, according to a [2023 survey by Lattice and YouGov](#). Set employees up for success by having managers recognize their teams for going above and beyond.

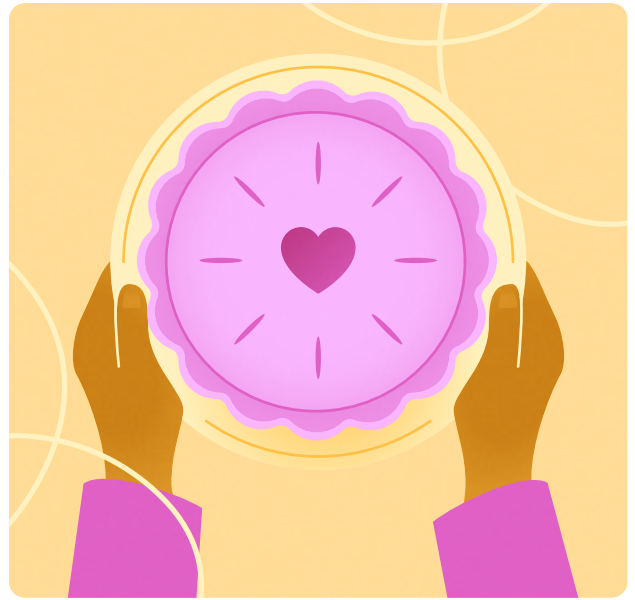
Diwali (ends 11/4)

November

THIS MONTH

National Career Development Month

National Native American Heritage Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
				Diwali		
3 Daylight Saving Time ends	4	5	6	7	8	9 World Freedom Day
Diwali						
10	11 Veterans Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Thanksgiving Day (Bank Holiday)	29 Black Friday	30

HR TIP

With festivities just around the corner, make sure your celebratory plans are inclusive of remote workers, employees with disabilities, and a diverse range of cultures. Inclusive celebrations foster belonging, respect, and stronger connections. Use these [engagement holidays](#) to enrich your company calendar and spread the cheer!

December

THIS MONTH

Universal Human Rights Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Cyber Monday	3 Giving Tuesday International Day for People with Disabilities	4	5 International Volunteer Day	6	7
8	9	10 Human Rights Day	11	12	13	14
15	16	17	18 International Migrants Day	19	20 National Ugly Sweater Day	21 Winter begins
22	23	24 Christmas Eve	25 Christmas (<i>Bank Holiday</i>)	26 Kwanzaa	27	28 Hanukkah
29 Kwanzaa	30 Hanukkah	31 New Year's Eve				

HR TIP

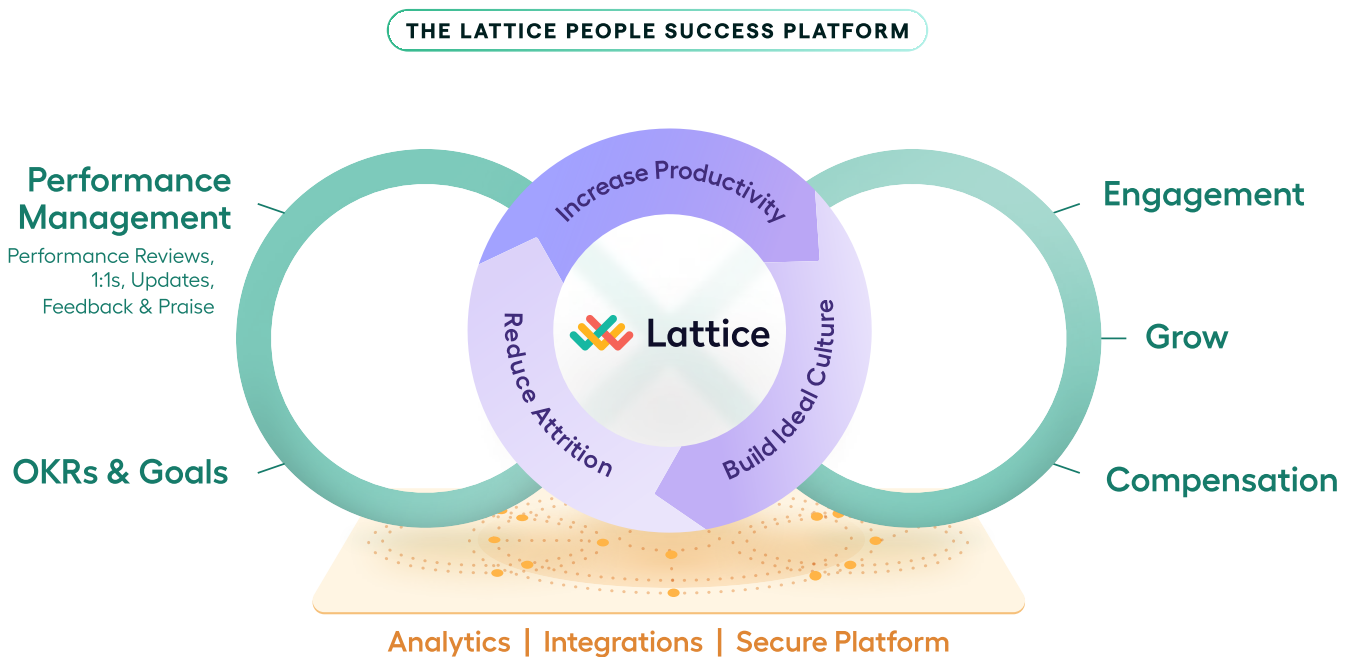
Now's the time to set goals ahead of the new year, and Lattice research shows clear expectations make a world of difference in employee performance. Encourage managers and their direct reports to reflect on goal achievement and growth from this year and set goals for 2025.

About Lattice

Lattice's people management platform provides interconnected and intuitive HR tools designed to drive high performance and build people-first cultures.

Combining an HRIS with continuous performance management, employee engagement surveys, compensation management, and career development tools, Lattice's platform drives excellence and efficiency for HR teams by enabling them to invest in their people and accelerate business results.

With offices in North America and the UK, Lattice serves more than 5,000 customers worldwide, including Slack, Gusto, Intercom, Ramp, Calm, NPR, Tide, and more. The company has ranked on the Inc. 5000 list of the fastest-growing private companies four years in a row and is rated as a Great Place to Work by 99% of its employees. Learn more by booking a demo today.



Trusted by the best places to work

Discover how Lattice empowers thousands of companies to build award-winning cultures.

[Request a demo](#)