



2023

HR

CALENDAR

US workplace holidays, important
deadlines, and monthly HR advice



Introduction

It's time to turn the page on a challenging year. By any stretch, the past twelve months haven't been easy. A cost of living crisis, recession fears, and geopolitical conflict have weighed heavily on employees' minds — and yours.

We hope that this HR calendar, our third, will continue to bring your team joy, inspiration, and clarity amid the uncertainty that lies ahead. From global awareness days to lighthearted holidays (National Chocolate Chip Cookie Day, anyone?), we've collected all the dates you need to enrich your culture and empower your people to make a difference in the broader world.

And because no HR calendar would be complete without compliance deadlines, we've also included some of the most important IRS filing and reporting dates to be aware of. Not as sweet as the cookies, but still worth chewing on.

While there's no saying what 2023 will bring, we're looking forward to better days and positive changes inside and outside of the workplace.

From our team to yours, have an enjoyable, safe, and productive new year.

Lattice 

January

THIS MONTH:

National Mentoring Month

REMINDER:

Don't forget to share a calendar of your company holidays! Be sure it's easily accessible so employees can plan time off and team celebrations.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2 New Year's Day, Observed (Bank Holiday)	3	4 National Trivia Day	5	6	7
8	9	10	11	12	13	14
15 National Bagel Day	16 Martin Luther King Jr. Day (Bank Holiday)	17	18	19	20	21
22 Lunar New Year (Year of the Rabbit)	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 2022				
		<div>HR ADVICE</div> <p>Whether you're early in your career or a seasoned exec, mentorship can foster personal and professional growth. But even companies that truly value mentoring can struggle with facilitating it in the organization. If you're looking for inspiration, read how Taplytics used Lattice to start its mentorship program.</p>				

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	11
12 Super Bowl Sunday	13	14 Valentine's Day	15	16	17 Random Act of Kindness Day	18
19	20 President's Day (Bank Holiday) World Day of Social Justice	21 Mardi Gras	22	23	24	25
26	27	28				

HR ADVICE

When it comes to feedback and praise, you get what you give. Lattice data shows that there's a 2-to-3 ratio of feedback givers versus getters. On Random Act of Kindness Day, encourage your team to recognize their peers for going above and beyond. If you're looking for ideas, here are some [creative ways to appreciate employees using technology](#).

March

THIS MONTH:

Women's History Month

National Disabilities Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Deadline to file OSHA Form 300A	3 Employee Appreciation Day	4
5	6	7	8 Holi International Women's Day	9	10	11
12 Daylight Saving Time begins	13	14 Pi Day	15	16	17 St. Patrick's Day	18
19	20 Spring begins	21	22 Ramadan starts (tentative)	23	24	25
26	27	28	29	30	31 César Chávez Day Transgender Day of Visibility Deadline to file Form EEO-1	
		<div>HR ADVICE</div> <p>Employee resource groups (ERGs) give a voice and a safe space to workers from underrepresented identities. Along with unconscious bias training, widened recruiting pools, and inclusive benefits, rolling out ERGs can drive your diversity and inclusion efforts forward.</p>				

April

THIS MONTH:

Earth Month

National Volunteer Month

National Arab American Heritage Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 April Fool's Day
2	3	4	5 Passover	6	7 World Health Day	8
9 Easter	10 National Siblings Day	11 National Pet Day	12 Passover	13	14	15 Tax Day
16	17	18	19	20	21 Eid ul Fitr (tentative)	22 Earth Day
23	24	25	26 Administrative Professionals Day	27	28	29
30 Deadline to file IRS Form 941 for Q1 2023	<div>HR ADVICE</div> <p>Earth Day is on a Saturday this year, but that doesn't mean you can't give back during the work week. April is a great time to organize volunteering activities like planting trees or cleaning up a local park. Offering <u>volunteer time off (VTO)</u> or scheduling a company-wide day of service is a great way to foster camaraderie while making a positive impact on your local community.</p>					

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 Teacher's Day	3	4 Star Wars Day	5 Cinco de Mayo	6
7	8	9	10	11	12	13
14 Mother's Day	15	16	17 World Baking Day	18	19	20 International Human Resources Day
21	22	23	24	25	26	27 Take Your Kids to Work Day
28 Arbor Day	29 Memorial Day (Bank Holiday)	30	31			

HR ADVICE

During Mental Health Month, remind employees that disconnecting from work is not only important but necessary. Take the opportunity to reshare any well-being benefits and resources offered by your company. If you've considered implementing "recharge days," this is a great month to start. Don't forget to take a break, too — studies have shown burnout is rife in the HR profession.

June

THIS MONTH:
LGBTQ Pride Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Doughnut Day	3
4	5 World Environment Day	6	7	8 National Best Friend Day	9	10
11	12	13	14 International Children's Day	15	16	17
18 Father's Day	19 Juneteenth	20 World Refugee Day	21 Summer begins	22	23 Public Service Day	24
25	26	27	28 International Pride Day	29	30	
			Eid al-Adha (tentative)			

HR ADVICE

Do you link employee performance and compensation? According to [Lattice's 2023 State of People Strategy Report](#), doing so is correlated with higher levels of engagement. We found that two-thirds of companies with a pay-for-performance link had highly engaged workforces. HR teams at these companies were also more likely to say they were meeting or exceeding their goals.

July

THIS MONTH:
National Disability Pride Month



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	14	15
16 National Ice Cream Day	17	18	19	20	21	22
		Al-Hijra (tentative)				
23 Parents' Day	24 International Self-Care Day	25	26	27 National Intern Day	28	29
30 International Friendship Day	31 Deadline to file IRS Form 941 for Q2 2023	<div>HR ADVICE</div> <p>Six months later, how are you doing on your OKRs? Goal setting is most successful when managers and direct reports stay aligned throughout the year. According to Lattice data, regular goal refreshes and check-ins during one-on-ones can help boost employees' confidence in their ability to achieve their goals.</p>				

August

THIS MONTH:

Black Business Month

National Wellness Month



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

HR ADVICE

If you're planning to implement new HR software, there's a good chance you have your eyes set on January 1. Start your search by late August so that you have ample time to review your options, get budget approval, and go through implementation. Here's a checklist to get you started on evaluating and purchasing new HR tech.

September

THIS MONTH:
Hispanic Heritage Month



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

HR ADVICE

Lattice research shows that engagement and clarity around compensation are linked. When employees know their pay is reviewed at least annually, they're almost twice as likely to be engaged than those that don't. Ahead of International Equal Pay Day, consider resharing your compensation philosophy and practices with the broader team.

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	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 2023				
		<div>HR ADVICE</div> <p>If you're looking to build your professional network, HR communities are a great place to turn. Join Resources for Humans, Lattice's free Slack community of over 18,000 HR leaders. RfH is designed to help HR professionals connect, share advice, and ask questions.</p>				

November

THIS MONTH:

National Native American Heritage Month

National Career Development Month



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

HR ADVICE

The holidays are in full swing. If you're looking for festive and meaningful ways to celebrate, be sure to include remote workers in your plans. Virtual gift exchanges, gingerbread bake-offs, and volunteering initiatives like Giving Tuesday are great ways to spread cheer wherever employees are. For more inspiration, check out these [creative virtual team-building activities](#).

December

THIS MONTH:
Universal Human Rights Month



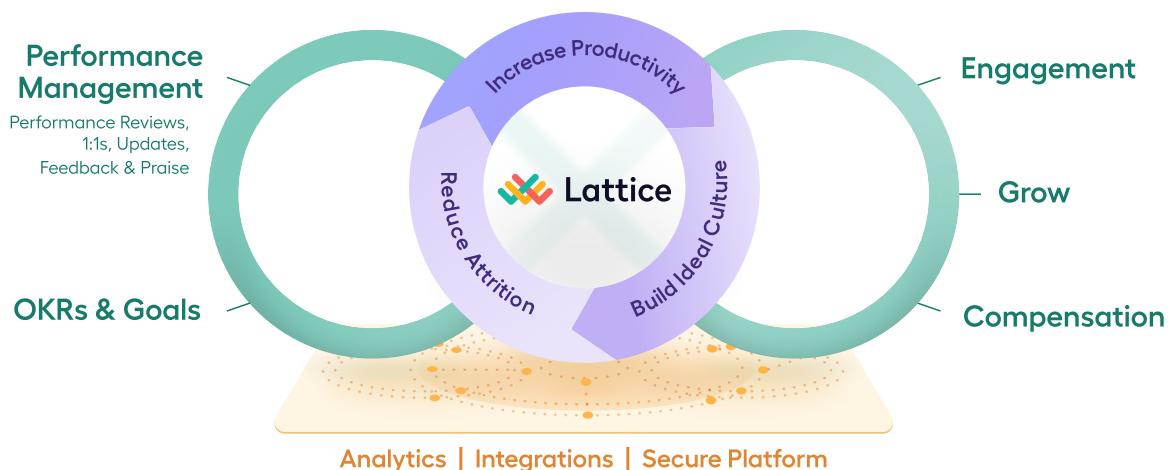
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 International Day for People with Disabilities	4	5 International Volunteer Day	6	7	8	9
				Hanukkah		
10 Human Rights Day	11	12	13	14	15 National Ugly Sweater Day	16
Hanukkah						
17	18 International Migrants Day	19	20	21 Winter begins	22	23
24 Christmas Eve	25 Christmas (Bank Holiday)	26 Kwanzaa begins	27	28	29	30
31 New Year's Eve		<div>HR ADVICE</div> <p>New year, new goals. If you don't already, consider adopting a quarterly goal-setting cadence in 2024. Lattice client data shows that over 50% of goals have a timeline of 90 days or less. Not only does this make goals feel more tangible, but it also gives your team the ability to <u>adjust targets</u> as needed.</p>				

About Lattice

Lattice is the people success platform that enables HR leaders to develop engaged, high-performing teams. By combining continuous performance management, employee engagement, development, compensation, and growth in one solution, organizations get powerful, real-time analytics that lead to actionable insights turning managers into leaders, employees into high performers, and companies into the best places to work.

Lattice works with companies that aspire to put people first. Whether redefining the beauty industry or building self-driving cars, all of our customers have one thing in common: They value their employees and want to invest in the development and success of their people. To see Lattice's platform in action, schedule a product tour.

The Lattice People Success Platform



Trusted by the best places to work

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

[Request a demo](#)