



HUMAN RESOURCES

HOLIDAY SCHEDULE

Remainder of Holidays for 2009:

Thanksgiving	November 25 (close at noon)
	November 26 & 27
Christmas	December 24, 25, 28, 29, 30, 31

NOTE:For the purpose of leave tracking and the fact that holidays are eight-hour days, employees working the alternate schedule (four ten-hour days), are requested to revert back to the eight hour per day work schedule during the holidays (from November 20, 2009 thru January 21, 2010)

Holidays for 2010 :

New Year's Day	January 1
Martin Luther King, Jr. Day	January 18
Memorial Day	May 31
Independence Day	July 5
Labor Day	September 6
Thanksgiving	November 24 (close at noon)
	November 25 & 26
Christmas	December 24, 27, 28, 29, 30, 31