

MEMO

TO: Department Managers and Employees

FROM: Mayor Sheila C. Enyart

DATE: October 20, 2010

SUBJECT: 2011 - 2012 Holiday Schedule

At the October 19, 2010 regular City Council meeting, the following Holidays were approved for the 2011 - 2012 Employee Holiday Schedule:

Employee Holiday Schedule for 2011 - 2012

Monday, January 17, 2011 - Martin Luther King, Jr. Day

Monday, February 21, 2011 - Presidents Day

Friday, April 22, 2011 (2 day) - Spring Holiday (12:30 p.m. closing)*

Monday, May 30, 2011 - Memorial Day

Monday, July 4, 2011 - Independence Day

Monday, September 5, 2011 - Labor Day

Monday, October 10, 2011 - Columbus Day

Friday, November 11, 2011 - Veterans Day

Thursday, November 24, 2011 - Thanksgiving Day

Friday, November 25, 2011 - Thanksgiving Holiday

Friday, December 23, 2011 - Christmas Holiday*

Monday, December 26, 2011 - Christmas Day Observed

Friday, December 30, 2011 - New Year's Holiday*

Monday, January 2, 2012 - New Year's Day Observed

* Not part of holiday schedule as stated in the Employee Policies and Procedures Manual - Chapter IV, Section 4.1.