

MEMO

TO: Department Managers and Employees

FROM: Mayor Sheila C. Enyart

DATE: October 21, 2009

SUBJECT: 2010 Holiday Schedule

At the October 20, 2009 regular City Council meeting, the following Holidays were approved for the 2010 Employee Holiday Schedule:

Employee Holiday Schedule for 2010

Monday, January 18, 2010 - Martin Luther King, Jr. Day

Monday, February 15, 2010 - Presidents Day

Friday, April 2, 2010 (- day) - Spring Holiday (12:30 p.m. closing)*

Monday, May 31, 2010 - Memorial Day

Monday, July 5, 2010 - Independence Day Observed

Monday, September 6, 2010 - Labor Day

Monday, October 11, 2010 - Columbus Day

Thursday, November 11, 2010 - Veterans Day

Thursday, November 25, 2010 - Thanksgiving Day

Friday, November 26, 2010 - Thanksgiving Holiday

Friday, December 24, 2010 - Christmas Eve

Friday, December 31, 2010 - New Year's Eve

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