

HUMAN RESOURCES MANAGEMENT
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INTEROFFICE MEMORANDUM

TO: ALL EMPLOYEES
FROM: Joy Wright, Human Resources Representative
DATE: October 9, 2018
SUBJECT: 2018 HOLIDAY SCHEDULE

PLEASE POST THIS 2018 HOLIDAY SCHEDULE

Holiday	Date Observed	Day Observed
New Year's Day	January 1, 2018	Monday
Martin Luther King Jr.'s Birthday	January 15, 2018	Monday
Easter Friday	March 30, 2018	Friday
Memorial Day	May 28, 2018	Monday
Independence Day	July 4, 2018	Wednesday
Labor Day	September 3, 2018	Monday
Veterans Day	November 12, 2018	Monday
Thanksgiving (Thursday & Friday)	November 22-23, 2018	Thursday & Friday
Christmas	December 24, 25 & 26, 2018	Monday, Tuesday and Wednesday