

2010 Holiday Office Closing Schedule

Updated: December 2009

New Years Day	Friday, January 1st
Martin Luther King Day	Monday, January 18 th
Memorial Day	Monday, May 31 st
Independence Day	Monday, July 5 th
Labor Day	Monday, September 6 th
Thanksgiving	Thursday, November 25 th
Thanksgiving	Friday, November 26 th
Christmas	Friday, December 24 th
New Years Day, 2011	Friday, December 31 st
Floating Holiday	

The policy:

- The floating holiday must be taken on or before December 31, 2010. There is no holiday carryover.
- The floating holiday must be scheduled in advance with your manager and must be an entire day off (no half-days).
- The floating holiday, as with any holiday not taken, is not paid out at the time of separation.