

Interoffice Memo

Date: October 21, 2009
To: All ABS Staff
From: Janet Grell
RE: 2010 Holiday Schedule

The following is the ABS Holiday Schedule for 2010:

New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
President's Day	Monday, February 15
Good Friday	Friday, April 2
Memorial Day	Monday, May 31
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Thanksgiving Day	Thursday, November 25
Post Thanksgiving Day	Friday, November 26
Pre-Christmas Eve	Thursday, December 23
Christmas Eve*	Friday, December 24

* Christmas Day (December 25, 2010) falls on a Saturday. Therefore, December 24, 2010 will be recognized as the Christmas holiday for purposes of pay and holiday leave.

In addition, staff members may leave 2 hours before their regularly scheduled release time on the following days: Friday, May 28th (Pre-Memorial Day); Friday, July 2nd (Pre-Independence Day); Friday, September 3rd (Pre-Labor Day); Wednesday, November 24th (Pre-Thanksgiving); Wednesday, December 22nd (day before Pre-Christmas Eve); Friday, December 31st (New Year's Eve).

Besides the eleven (11) holidays provided, staff members will be eligible for vacation days based on their grade and service with the organization. Prior approval must be obtained from your manager before using these days.

Should you have any questions regarding this schedule, please feel free to contact me on extension 1294.