

MEMO

Date: January 5, 2016

TO: All Staff

FROM: Yale Robbins

Subject: YR Staff Paid Holidays

The following holidays will be observed by a paid day off.

Martin Luther King Day	January 18 th , 2016 (Monday)
President's Day	February 15 th , 2016 (Monday)
Memorial Day	May 30 th , 2016 (Monday)
Independence Day	July 4 th , 2016 (Monday)
Labor Day	September 5 th , 2016 (Monday)
Thanksgiving Day	November 24 th & 25 th , 2016(Thursday & Friday)
Christmas Day	December 26 th , 2016 (Monday Observed)
New Year's Day	January 2 nd , 2016 (Monday Observed)

Please note:

The office will be closed from Friday December 23rd, 2016 through Monday January 2nd, 2017. Opening again for business on Tuesday January 3rd, 2017.

The 4 non holiday days during this period will be counted as vacation days. Employees will not be paid for vacation days exceeding their remaining earned vacation days.

The balance of your earned vacation time should be approved and taken before the end of October.