

*Distributed to all Directors, Department Heads, and Receptionist
Please post in an area which is accessible for all employees to view*

2016 HOLIDAY OFFICE CLOSINGS

January 1, 2016 New Year's Day	Friday
February 15, 2016 Presidents' Day	Monday
March 25, 2016 Good Friday (Offices close at 12:00)	Friday
May 30, 2016 Memorial Day	Monday
July 4, 2016 Independence Day	Monday
September 5, 2016 Labor Day	Monday
November 24, 2016 Thanksgiving Day	Thursday
November 25, 2016 Day after Thanksgiving	Friday
December 23, 2016 Christmas Eve Observed (Offices close at 12:00)	Friday
December 26, 2016 Christmas Day Observed	Monday
December 30, 2016 New Year's Eve Observed (Offices close at 12:00)	Friday