

Subject:	HOLIDAYS
Section:	PPG# 2732
Chapter:	Personnel
Effective Date:	7/1/98

POLICY

The following are department holidays:

1. New Year's Day January 1st
2. Martin Luther King,
 Jr.'s Birthday Third Monday in January
3. Presidents Day Third Monday in February
4. Memorial Day Last Monday in May
5. Independence Day July 4th
6. Labor Day First Monday in September
7. Thanksgiving Day Fourth Thursday in November
8. The day immediately
 Following Thanksgiving Day
9. Christmas Eve Day December 24th
10. Christmas Day December 25th
11. New Years Eve Day December 31st

Whenever any legal holiday falls on a Saturday, the preceding Friday shall be the legal holiday. Whenever any legal holiday, other than a Sunday, falls on a Sunday, the following Monday shall be the legal holiday.

When a holiday falls on a scheduled day off, the department shall, with respect to each individual staff member, treat either the last preceding or the next following work day as the holiday.