

## 2016 HOLIDAY SCHEDULE

**Standard paid holidays for regular full-time employees for the 2016 calendar year:**

Friday, January 1	New Year's Day
Friday, March 25	Good Friday
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Thursday, November 24	Thanksgiving Day
Monday, December 26	Christmas
Monday, January 2, 2017	New Year's

Cabinet officers may approve, in advance, a substitute holiday **during the 30 days before or 30 days after the scheduled holiday** for any employee who is **required** to work on the designated holiday.

### **In Addition:**

The following additional paid days off (PDO) have been approved for full-time employees.

May 27  
July 1  
November 25 (Friday after thanksgiving)  
December 27, 28, 29, 30

Cabinet officers may approve, in advance, substitute paid days off **during the 30 days before or 30 days after a paid day off** for any employee who is **required** to work on a designated paid day off.