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:

As indicated in President VanAken’s March 2, 2016 email, he has approved the following 2 additional Paid Days Off (PDO) for full-time employees:

- May 27
- July 1

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.