

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.