

# Memo

To: All Departments

From: J. Michael Joyal, Jr., City Manager

Date: December 2, 2013

Re: Designated City Holidays – Calendar Year 2014

Following is a list of designated holidays for calendar year 2014 during which time City offices will be closed. For those departments maintaining operations on holidays, employees will need to check with their supervisors/department heads about holiday work schedules. Please post this memo in a conspicuous place in your department for all employees to view. Thank you and happy holidays!

## 2014 Holiday Schedule

<u>Holiday</u>	<u>Date</u>
New Year's Day	Wednesday, January 1 <sup>st</sup>
Martin Luther King, Jr./Civil Rights Day	Monday, January 20 <sup>th</sup>
Presidents' Day	Monday, February 17 <sup>th</sup>
Memorial Day	Monday, May 26 <sup>th</sup>
Independence Day	Friday, July 4 <sup>th</sup>
Labor Day	Monday, September 1 <sup>st</sup>
Columbus Day	Monday, October 13 <sup>th</sup>
Veterans' Day	Tuesday, November 11 <sup>th</sup>
Thanksgiving Day	Thursday, November 27 <sup>th</sup>
Day after Thanksgiving	Friday, November 28 <sup>th</sup>
Christmas Day	Thursday, December 25 <sup>th</sup>
*Designated Excused Day*	Friday, December 26 <sup>th</sup>
<i>New Year's Day (2015)</i>	<i>Thursday, January 1<sup>st</sup></i>