HOLIDAY & P.T.O. SCHEDULE

2015-2016

Holidays
PTO Days
Optional PTO Days

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HOLIDAYS AND P.T.O DAY SCHEDULE
2015-2016

HOLIDAYS (in red)

4th of July – Thursday, July 2nd
Labor Day – Monday, September 7th
Fall Break – Friday, October 16th
Thanksgiving – Thursday, November 26th and Friday, November 27th
Christmas – Thursday, December 24th and Friday, December 25th
New Year’s Day – Friday, January 1st
Martin Luther King Day – Monday, January 18th
President’s Day – Monday, February 15th
Easter – Friday, March 25th
Memorial Day – Monday, May 30th

PAID TIME OFF DAYS (in green)

Wednesday, December 23rd
Monday, December 28th
Tuesday, December 29th
Wednesday, December 30th
Thursday, December 31st

OPTIONAL PAID TIME OFF DAYS (in blue)

March 7th OR March 11th, 2016, at employee discretion, pending the approval of the employee’s supervisor.