

MEMORANDUM

TO: A Kidz Clinic Staff and Board of Directors

FROM: Joey Montoya Boese

DATE: May 31, 2017

SUBJECT: Official Alternate Holiday Schedule for 2017-2018

Listed below are the ten federal holidays:

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| 1) New Year's Day | 6) Labor Day |
| 2) Dr. Martin Luther King Jr. Birthday | 7) Columbus Day |
| 3) President's Day | 8) Veterans Day |
| 4) Memorial Day | 9) Thanksgiving Day |
| 5) Independence Day | 10) Christmas Day |

A Kidz Clinic will observe the following Official Alternate Holiday Schedule for 2017-2018, therefore will be closed on the following dates.

<u>Date</u>	<u>Day</u>	<u>Official Holiday/Substituting Alternate Closure</u>
1) July 4, 2017	Tuesday	Independence Day
2) September 4, 2017	Monday	Labor Day
3) November 23, 2017	Thursday	Thanksgiving Day
4) November 24, 2017	Friday	Columbus Day
5) December 25, 2017	Monday	Christmas Day
6) December 26, 2017	Tuesday	Veterans Day
7) January 1, 2018	Monday	New Year's Day
8) January 22, 2018	Monday	Dr. M. Luther King Day
9) February 26, 2018	Monday	Washington-Lincoln Day (President's Day)
10) May 28, 2018	Monday	Memorial Day

For leave and compensation purposes these alternate holidays are substituted for the official holidays. The statutory holidays are not the official holidays at A Kidz Clinic. A Kidz Clinic will apply the leave and compensation for all staff based on the official alternate holidays.