



City of Mishawaka

Office of the Mayor

David A. Wood

MEMO

TO: City Hall Employees
FROM: Mayor
SUBJECT: 2015 Holiday Schedule
DATE: October 7, 2014

I have completed the 2015 Holiday Schedule for all City employees except Utilities. The 2015 schedule is very similar to previous year's schedules. As always, please feel free to contact me should you have any questions regarding the 2015 Holiday Schedule.

HOLIDAY

OBSERVED BY CITY

New Year's Day (January 1)	Thursday, January 1
Good Friday (April 3)	Friday, April 3
Memorial Day (May 25)	Monday, May 25
Independence Day (July 4)	Friday, July 3
Labor Day (September 7)	Monday, September 7
Veteran's Day (November 11)	Wednesday, November 11
Thanksgiving Day (November 26)	Thursday, November 26
Day after Thanksgiving (November 27)	Friday, November 27
Christmas Eve (December 24)	Thursday, December 24
Christmas Day (December 25)	Friday, December 25

Employees subject to the above Holiday Schedule will be entitled to two (2) random holidays, to be taken with the prior approval of the Department Manager.

Working together to build the "Best Hometown in America," By delivering exceptional services, promoting safe and clean neighborhoods, elevating the quality of life, and inspiring pride in our community.

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