City of Mishawaka

Office of the Mayor David A. Wood

MEMO

TO: City Hall Employees

FROM: Mayor

SUBJECT: 2016 Holiday Schedule

DATE: September 17, 2015

I have completed the 2016 Holiday Schedule for all City employees except Utilities. The 2016 schedule is very similar to previous year's schedules. As always, please feel free to contact me should you have any questions regarding the 2016 Holiday Schedule.

HOLIDAY	OBSERVED BY CITY
New Year's Day **(January 1)**	Friday, January 1
Good Friday **(March 25)**	Friday, March 25
Memorial Day **(May 30)**	Monday, May 30
Independence Day **(July 4)**	Monday, July 4
Labor Day **(September 5)**	Monday, September 5
Veteran's Day **(November 11)**	Friday, November 11
Thanksgiving Day **(November 24)**	Thursday, November 24
Day after Thanksgiving **(November 25)**	Friday, November 25
Christmas Eve **(December 24)**	Friday, December 23
Christmas Day **(December 25)**	Monday, December 26

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.