



City of Mishawaka

Office of the Mayor

David A. Wood

MEMO

TO: City of Mishawaka Employees
FROM: Mayor
SUBJECT: 2017 Holiday Schedule
DATE: October 17, 2016

I have completed the 2017 Holiday Schedule for all City employees except Utilities. The 2017 schedule is very similar to previous year's schedules. As always, please feel free to contact me should you have any questions regarding the 2017 Holiday Schedule.

HOLIDAY

OBSERVED BY CITY

New Year's Day (January 1)	Monday, January 2
Good Friday (April 14)	Friday, April 14
Memorial Day (May 29)	Monday, May 29
Independence Day (July 4)	Tuesday, July 4
Labor Day (September 4)	Monday, September 4
Veterans Day (November 11)	Friday, November 10
Thanksgiving Day (November 23)	Thursday, November 23
Day after Thanksgiving (November 24)	Friday, November 24
Christmas Eve (December 24)	Tuesday, December 26
Christmas Day (December 25)	Monday, 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.