

Allegany Arc

Memorandum

To: All Staff
From: Diana Gowdy
Date: December 1, 2017
Re: **2018 Holidays**

Monday January 1 New Year's Day

Monday May 28 Memorial Day

Wednesday July 4 Independence Day

Monday September 3 Labor Day

Thursday November 22 Thanksgiving

Tuesday December 25 Christmas

Sunday April 1 Easter Residential**

**** Non-exempt employees will be paid one and one-half times their straight time rate (time and one-half) for all hours, physically worked, on March 27th, Easter Sunday. (Ex. if you work 8 hours you will receive an additional 4 hours = total 12 hours for the day). Hours worked on Sunday March 27th, cannot be added in when calculating overtime.****