

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.****