

Allegany Arc

Memorandum

To: All Staff
From: Diana Gowdy
Date: October 15, 2019
Re: **2020 Holidays**

Wednesday	January 1	New Year's Day	
Monday	May 25	Memorial Day	
Friday	July 3	Independence Day	*Arc offices & Day Programs*
Saturday	July 4	Residential, Off-site & Redemption Center	
Monday	September 7	Labor Day	
Thursday	November 26	Thanksgiving	
Friday	December 25	Christmas	
Sunday	April 12	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 April 12, 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 April 12th, cannot be added in when calculating overtime.****