

OBSERVED HOLIDAYS 2017



Memorandum

To: Town Council
From: Grant Kleinhenz, ICMA-CM- Town Manager
Date: November 17, 2016
Subject: Observed Holidays for 2017

The following are declared official holidays for Town employees as identified in the Town of Brownsburg Employee Handbook. In order for employees to receive full compensation for these allotted dates the sections identified below are outlined to ensure complete compliance with Town policies.

Holiday	Date
New Year's Day	Sunday, January 1* (observed Monday January 2, 2017)
Martin Luther King Day	Monday, January 16
President's Day	Monday, February 20
Good Friday	Friday, April 14
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Veterans Day	Saturday, November 11* (observed Friday November 10, 2017)
Thanksgiving Day	Thursday, November 23
Day after Thanksgiving	Friday, November 24
Christmas Eve	Sunday, December 24** (observed Tuesday, December 26)
Christmas Day	Monday, December 25

*As stated in the Employee Handbook, should a holiday fall on a Saturday, it will normally be observed on the preceding Friday. Should the holiday fall on a Sunday, it will normally be observed on the following Monday.

**With Christmas Eve, Dec 24, 2017 falling on a Sunday, and with Christmas Day, December 25, 2017 falling on a Monday, the Christmas Eve holiday is proposed to be observed on Tuesday December 26, 2017.