

Memorandum

To: Town Council
From: Grant Kleinhenz, ICMA-CM- Town Manager
Date: November 16, 2017
Subject: Observed Holidays for 2018

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	Monday, January 1
Martin Luther King Day	Monday, January 15
President's Day	Monday, February 19
Good Friday	Friday, March 30
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Columbus Day	Monday, October 8
Veterans Day	Sunday, November 11* (observed Monday, November 12, 2018)
Thanksgiving Day	Thursday, November 22
Day after Thanksgiving	Friday, November 23
Christmas Eve	Monday, December 24
Christmas Day	Tuesday, 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.