

Memo



To: Everyone
From: Scott Gilomen
Date: February 18, 2008
Re: 2008 Holiday and Time Off Policy

2008 Holidays

Good Friday – March 21
Memorial Day – May 26
Independence Day – July 4
Labor Day – September 1
Thanksgiving – November 27-28
Christmas – December 25-26
New Years – January 1

2008 Vacation/Personal/Snow/Hurricane/Power Outage Days

PTO rules apply.