



December 1, 2015

MEMORANDUM

To: All Eligible City Employees
From: Robert L. Whitley, Human Resources Director
Subject: Holiday Schedule for 2016

Holiday observances by the City of Albemarle will be as follows:

New Year's Day	- January 1, 2016	Friday
Dr. Martin Luther King, Jr. Day	- January 18, 2016	Monday
Easter – Good Friday	- March 25, 2016	Friday
Memorial Day	- May 30, 2016	Monday
Independence Day	- July 4, 2016	Monday
Labor Day	- September 5, 2016	Monday
Veteran's Day	- November 11, 2016	Friday
Thanksgiving	- November 24, 25, 2016	Thursday and Friday
Christmas	-December 23, 26, 27, 2016	Friday, Monday and Tuesday

Public safety employees and/or those whose shift schedules requires their working on the above dates will, as in the past, be granted those days at a future date.