



HOUSING AUTHORITY OF BERGEN COUNTY

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LYNN BARTLETT
EXECUTIVE DIRECTOR

Memorandum

To: The Housing Authority Team
From: Esther Gatria, Human Resources Manager
Subject: 2018 Holiday Schedule
Date: December 26, 2017

The schedule of holidays to be observed by the HABC for the 2018 calendar year will be as follows:

January	1 st	Monday	New Year's Day*
January	15 th	Monday	Martin Luther King's Birthday
February	12 th	Monday	Lincoln's Birthday (Observed)
February	19 th	Monday	President's Day
March	30 th	Friday	Good Friday
May	28 th	Monday	Memorial Day*
July	4 th	Wednesday	Independence Day*
September	3 rd	Monday	Labor Day*
October	8 th	Monday	Columbus Day
November	6 th	Tuesday	Election Day
November	12 th	Monday	Veteran's Day (Observed)
November	22 nd	Thursday	Thanksgiving Day*
November	23 rd	Friday	Day after Thanksgiving Day
December	25 th	Tuesday	Christmas Day*

Full-time employees will be entitled to two personal days per calendar year, as per the Personnel Policy Manual.

*The business day preceding this holiday is a half day. The Main Office will be open from 8:00am to 12:00pm. Non-Exempt employees MUST, at a minimum, work half of their scheduled work day to obtain credit for a full day.