



# **NEWTON COUNTY**

# **HUMAN RESOURCES**

**TO: ALL EMPLOYEES**

**FROM: BECKY HEISTEN, HUMAN RESOURCES**

**SUBJECT: UNPAID HOLIDAY SCHEDULE FOR FISCAL YEAR 2012**

## **NOTICE TO ALL EMPLOYEES**

<b><u>HOLIDAY</u></b>	<b><u>DATE OBSERVED</u></b>
<b>Independence Day</b>	<b>Monday, 07/04/2011</b>
<b>Labor Day</b>	<b>Monday, 09/05/2011</b>
<b>Columbus Day</b>	<b>Monday, 10/10/2011</b>
<b>Veteran's Day</b>	<b>Friday, 11/11/2011</b>
<b>Thanksgiving Day</b>	<b>Thursday, 11/24/2011</b>
<b>Day after Thanksgiving</b>	<b>Friday, 11/25/2011</b>
<b>Christmas Holiday</b>	<b>Friday, 12/23/2011</b>
<b>Day after Christmas</b>	<b>Monday, 12/26/2011</b>
<b>New Year's Eve</b>	<b>Friday, 12/30/2011</b>
<b>New Year's Day</b>	<b>Monday, 1/2/2011</b>
<b>Martin Luther King Day</b>	<b>Monday, 01/16/2012</b>
<b>President's Day</b>	<b>Monday, 02/20/2012</b>
<b>Good Friday</b>	<b>Friday, 04/06/2012</b>
<b>Memorial Day</b>	<b>Monday, 05/28/2012</b>
<b>Personal Day</b>	<b>Must be taken by 05/15/2012</b> <b>Employee choice w/ Manager Approval</b>