To: All Regular Employees

From: Human Resources

Subject: 2020-2021 Christmas & New Year’s Break

Please note that the last day of work before Christmas Break will be Thursday, December 24, 2020. Monday, January 4th, 2021, will be the first regular work day of the New Year.

The Christmas Break will be observed in the following manner:

* Friday, December 25th – Observed Christmas Day
* Saturday, December 26th
* Sunday, December 27th
* Monday, December 28th – Observed Boxing Day
* Tuesday, December 29th – Additional Day (\*, \*\*)
* Wednesday, December 30th – Additional Day (\*, \*\*)
* Thursday, December 31st – Designated Vacation Day (\*, \*\*)
* Friday, January 1st – New Year’s Day
* Saturday, January 2nd
* Sunday, January 3rd
* Monday, January 4th - Return to Work

Please note that IUOE (A) and (D) members are to use vacation time for the Designated Vacation Days noted above.

(\*) Applicable to members of IUOE (A) and (D) (Three (3) designated vacation days required)

(\*\*) Applicable to members of BUFA (Four (4) vacation days required)