



HURON-CLINTON METROPOLITAN AUTHORITY

HUMAN RESOURCES DEPARTMENT
EMPLOYEE COMMUNICATION

DATE: October 31, 2016

TO: All HCMA Full-Time Employees
FROM: Human Resources Department
RE: 2017 Holiday Schedule

| Holiday | Date Observed | Day | Police Department Observance |
|-----------------------------|---------------|----------|------------------------------|
| New Year's Day | 1/2/2017 | Monday | 1/1/2017 |
| Martin Luther King, Jr. Day | 1/16/2017 | Monday | Same |
| President's Day | 2/20/2017 | Monday | Same |
| Memorial Day | 5/29/2017 | Monday | Same |
| Independence Day | 7/4/2017 | Tuesday | Same |
| Labor Day | 9/4/2017 | Monday | Same |
| Columbus Day | 10/9/2017 | Monday | Same |
| Veteran's Day | 11/10/2017 | Friday | 11/11/2017 |
| Thanksgiving Day | 11/23/2017 | Thursday | Same |
| Friday after Thanksgiving | 11/24/2017 | Friday | Same |
| Christmas Eve | 12/22/2017 | Friday | 12/24/2017 |
| Christmas Day | 12/25/2017 | Monday | Same |
| New Year's Eve | 12/29/2017 | Friday | 12/31/2017 |

NOTE: 2017 Daylight Saving Time begins on March 12th and ends on November 5th.

Employees will be allowed to observe religious holidays or holidays other than those listed above by agreeing to work one of the listed holidays at straight time. Requests must be approved in writing by employee's District Park Manager/Department Head. Forms can be obtained from a Park Support Specialist or from Payroll.