



KIMBERLEY DRISCOLL  
MAYOR

LISA B. CAMMARATA  
DIRECTOR OF HUMAN  
RESOURCES

## CITY OF SALEM, MASSACHUSETTS

HUMAN RESOURCES  
120 WASHINGTON STREET  
TEL. (978) 745-9595 EXT. 5630  
FAX (978) 745-7298

**TO:** All Employees  
**DATE:** December 21, 2015  
**RE:** **HOLIDAY LIST –2016**

---

Please be advised the **2016** Holidays will be observed as follows to comply with Massachusetts General Laws and the collective bargaining agreement with AFSCME, Local 1818. All municipal departments will be closed as indicated, except for those departments where it is necessary to maintain operations.

	<b><u>HOLIDAY</u></b>	<b><u>DAY OFF</u></b>
	New Year's Day	Friday, January 1
	Martin Luther King Day	Monday, January 18
	President's Day	Monday, February 15
*	Good Friday	Friday, March 25
	Patriots' Day	Monday, April 18
	Memorial Day	Monday, May 30
	Independence Day	Monday, July 4
	Labor Day	Monday, September 5
	Columbus Day	Monday, October 10
**	Veterans' Day	Friday, November 11
	Thanksgiving	Thursday, November 24
***	Day after Thanksgiving	Friday, November 25
*	Christmas Eve Day	Friday, December 23
	Christmas Day	Monday, December 26
*	New Year's Eve Day	Friday, December 30
	New Year's Day	Monday, January 2

---

- \* All offices will follow a ½ day schedule. City Hall and 120 Washington Street offices will be open until 11:30AM with a skeleton crew on Good Friday, and will be closed on Christmas Eve and New Year's Eve.
- \*\* Offices that are normally open until 7:00PM will close at 4:00PM on Thursday and all Offices will be closed on Friday.
- \*\*\* Non-premium holiday. A skeleton crew will be employed on this day. Employees required to work will be granted an equal amount of hours, by agreement with the department head.

**THIS SCHEDULE WILL BE IN EFFECT UNLESS SUBSEQUENT NOTICE IS PROVIDED**