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TO: All Employees
DATE: December 21, 2016
RE: **HOLIDAY LIST –2017**

Please be advised the **2017** 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.

	<u>HOLIDAY</u>	<u>DAY OFF</u>
	New Year's Day	Monday, January 2
	Martin Luther King Day	Monday, January 16
	President's Day	Monday, February 20
*	Good Friday	Friday, April 14
	Patriots' Day	Monday, April 17
	Memorial Day	Monday, May 29
	Independence Day	Tuesday, July 4
	Labor Day	Monday, September 4
	Columbus Day	Monday, October 9
**	Veterans' Day	Friday, November 10
	Thanksgiving	Thursday, November 23
***	Day after Thanksgiving	Friday, November 24
*	Christmas Eve Day	Friday, December 22
	Christmas Day	Monday, December 25
*	New Year's Eve Day	Friday, December 29
	New Year's Day	Monday, January 1, 2018

- * All offices will follow a ½ day schedule. City Hall and 120 Washington Street offices will be open until 11:30 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 to be taken at a later date, by agreement with the department head.

THIS SCHEDULE WILL BE IN EFFECT UNLESS SUBSEQUENT NOTICE IS PROVIDED