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TO: All Employees
DATE: December 21, 2017
RE: **HOLIDAY LIST –2018**

Please be advised the **2018** 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 1
	Martin Luther King Day	Monday, January 15
	President's Day	Monday, February 19
*	Good Friday	Friday, March 30
	Patriots' Day	Monday, April 16
	Memorial Day	Monday, May 28
	Independence Day	Wednesday, July 4
	Labor Day	Monday, September 3
	Columbus Day	Monday, October 8
	Veterans' Day	Monday, November 12 (observed)
	Thanksgiving	Thursday, November 22
**	Day after Thanksgiving	Friday, November 23
*	Christmas Eve Day	Monday, December 24
	Christmas Day	Tuesday, December 25
*	New Year's Eve Day	Monday, December 31
	New Year's Day	Tuesday, January 1, 2019

* 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.

** 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