

**Holidays to be Observed by City Offices
and Employees during the Year 2017**

Holiday	Observance Date
New Year's Day	January 2, 2017 - Monday
Martin Luther King Day	January 16, 2017 – Monday
Memorial Day	May 29, 2017 - Monday
Independence Day	July 4, 2017 - Tuesday
Labor Day	September 4, 2017 - Monday
Thanksgiving	November 23, 2017 - Thursday November 24, 2017 - Friday
**Christmas Day	December 25, 2017 – Monday
Three Personal Days	The employee's choosing with approval of department head

**This holiday falls on a scheduled council meeting, therefore, a resolution will need to be passed authorizing rescheduling or cancelling of this meeting.

Regular full and part time employees hired during 2017 will receive personal days in 2017 based upon their hire date.

The employee shall request usage of personal days according to applicable City and departmental policies for paid time off, and the personal days will be forfeited if not used by the **end of the payroll year (December 17, 2017)**.

The above holidays will be observed by City employees in 2017, as recommended by the Mayor and approved by the Council on October 10, 2016.



Ken Sissom
Mayor