

TOWN OF SPRINGFIELD



TO: Springfield Board of Trustees
FROM: Rebecca P. Clark, Town Manager
AGENDA DATE: October 5, 2017
SUBJECT: 2018 Springfield Town Employee Holiday Schedule

Employees: Administration/Town Hall, Police, Municipal Utilities, and Public Works*#

<u>Holiday</u>	<u>Town Hall Closed for above Employees</u>
New Year's Day (Monday, January 1)	Monday, January 1
President's Day (Monday, February 19)	Monday, February 19
Memorial Day (Monday, May 28)	Monday, May 28
Independence Day (Wednesday, July 4)	Wednesday, July 4
Labor Day (Monday, September 3)	Monday, September 3
Columbus Day (Monday, October 8)	Monday, October 8
Thanksgiving (Thursday, November 22)	Thursday, November 22
Christmas (Tuesday, December 25)	Tuesday, December 25

*Landfill and Police receive 2 additional personal holidays to make up 16-hour difference in work hours

#Admin, Utilities and Public Works (excluding Landfill) will again not be taking off the day after Thanksgiving and Baca County Fair Day (PM hours)