



HUMAN RESOURCES DEPARTMENT

ASA will observe 6 scheduled holidays in 2012 which are listed below. Eligible staff will have 6 personal days which may be used for religious or personal use. Personal days require your supervisor's prior approval. They may not be carried over to the next year.

Holiday schedule for 2012

New Year's Day,	Monday, January 2 nd
Memorial Day ,	Monday, May 28 th
Independence Day,	Wednesday, July 4 th
Labor Day,	Monday, September 3 rd
Thanksgiving Day,	Thursday, November 22 nd
Christmas Day,	Tuesday, December 25 th