



# Memorandum

**TO:** All Faculty and Staff

**FROM:** HR Department

**RE:** Holiday Schedule for 2017

ASA will observe 6 scheduled holidays in 2017 which are listed below. Eligible staff will also have 5 personal days which may be used for religious or personal use. Personal days require your supervisor’s prior approval. Personal days cannot be taken in advance and may not be carried over to the next year.

The day after Thanksgiving, Friday, November 24<sup>th</sup>, ASA College will be open only to selected employees of essential departments. All other employees are encouraged to take their available Personal or Vacation day in order to be paid.

### Holiday schedule for 2017

	New Year’s Day	Sunday, January 1 <sup>st</sup>
	Memorial Day	Tuesday, May 30 <sup>th</sup>
	Independence Day	Tuesday, July 4 <sup>th</sup>
+	Labor Day	Monday, September 4 <sup>th</sup>
	Thanksgiving Day	Thursday, November 23 <sup>th</sup>
	Christmas Day	Monday, December 25 <sup>th</sup>