



## HOLIDAY SCHEDULE - 2012

January 2 <sup>nd</sup>	Monday	New Year's Day Observance*
January 16 <sup>th</sup>	Monday	Martin Luther King Jr. Day*
February 20 <sup>th</sup>	Monday	Presidents' Day*
March 30 <sup>th</sup>	Friday	Caesar Chavez Day Observance**
May 28 <sup>th</sup>	Monday	Memorial Day*
July 4 <sup>th</sup>	Wednesday	Independence Day*
September 3 <sup>rd</sup>	Monday	Labor Day*
October 8 <sup>th</sup>	Monday	Staff Training Day/Columbus Day**
November 12 <sup>th</sup>	Monday	Veterans Day Observance*
November 22 <sup>nd</sup>	Thursday	Thanksgiving Day*
November 23 <sup>rd</sup>	Friday	Day After Thanksgiving*
December 24 <sup>th</sup>	Monday	Christmas Eve**
December 25 <sup>th</sup>	Tuesday	Christmas Day*
December 26 <sup>th</sup>	Wednesday	Day After Christmas**

\*RCEB Holidays - RCEB does not pay for consumer attendance. / \*\*State Closure Days - RCEB does not pay for consumer attendance.

### DAY PROGRAM CONSUMERS DO NOT ATTEND ON 10/08!! STAFF TRAINING DAY ONLY!!

1. Employees that are not paid for holidays as listed above with an \* may use their paid leave for holiday pay.
2. **Bonus Paid Holidays:** When an employee must work on a scheduled Futures holiday, they will earn a Bonus Paid Holiday. (This does not apply to Closure Days.)
  - a. Bonus Paid Holidays are taken after the holiday is worked, not before.
  - b. Bonus Paid Holiday = 8 hours.
  - c. Bonus Paid Holidays mean the next holiday is paid (holidays are normally unpaid). It does not give an employee an additional day off.

**3. Reminder: Plan your end-of-the-year vacations early!!**

In order for us to coordinate staffing, we need to know your vacation plans for November, December, and January **as soon as possible**. We want everyone to be able to enjoy their much-deserved paid leave time, and at the same time ensure that the program operates smoothly with adequate staff coverage during the holidays!

Please know that by waiting to schedule your end-of-the-year vacation, your request for time off may not be granted if we do not have coverage, even if you have paid leave remaining at the end of the year. As stated in the Employee Handbook, "All requests for leave are subject to approval by your supervisor based on staff coverage or other factors, and are in no way guaranteed".

To request end-of-the-year vacations, please fill out a Leave Form indicating when you would like to take paid leave, and turn it in to your supervisor.

**Thank You!!**

Updated: 01/2012