



City of Granite Shoals
City Secretary / Human Resources Department
2221 North Phillips Ranch Road
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www.graniteshoals.org

To: All Employees
From: Elaine Simpson, City Secretary
Date: October 9, 2018
RE: 2019 CITY HOLIDAYS SCHEDULE - Veterans Day 2018 is corrected.

For the remainder of 2018 we will observe the following holidays:

- **Veterans Day (observed)** **Monday, November 12, 2018 ***** Corrected *******
- Thanksgiving Day Thursday, November 22, 2018
- Day after Thanksgiving Day Friday, November 23, 2018
- Day before Christmas Monday, December 24, 2018
- Christmas Day Tuesday, December 25, 2018

For Calendar Year 2019:

- New Year's Day Tuesday, January 1, 2019
- Martin Luther King, Jr. Day Monday, January 14, 2019
- Good Friday Friday, April 19, 2019
- Memorial Day Monday, May 27, 2019
- Independence Day Thursday, July 4, 2019
- Labor Day Monday, September 2, 2019
- Veterans Day (observed) Monday, November 11, 2019
- Thanksgiving Day Thursday, November 21, 2019
- Day after Thanksgiving Day Friday, November 22, 2019
- Day before Christmas Tuesday, December 24, 2019
- Christmas Day Wednesday, December 25, 2019

Employees who have worked full-time for six-months, and are in good standing, also may take a personal day, upon prior approval of the department head. Please take your 'Personal Day' early in the calendar year.

For employees working shift work, a holiday equals a shift, as reflected in the City employee personnel manual Resolution #595, Chapter 9, Section 9.02.

When an approved holiday falls on a Saturday or Sunday, it will be observed on the Friday preceding or the Monday following, as determined by the City Manager.

Enjoy safe and happy city holidays. Please be mindful, and submit your timecards EARLY to the Finance Department when a holiday falls on/near a payday week. Thank you!