

MEMORANDUM

DATE: March 17, 2017
TO: ALL FULL-TIME EMPLOYEES
FROM: DARRYL BARROW - GENERAL MANAGER 
SUBJECT: 2017 HOLIDAYS – **REVISED**
(Per Board of Directors' Approval - Meeting of March 9, 2017)

The Westborough Water District will be observing the following holidays in 2017:

New Year's Day	Monday- January 2 (Observed)
Martin Luther King, Jr. Day	Monday-January 16
Presidents' Day	Monday-February 20
Good Friday (Noon-3 PM)	Friday-April 14
Memorial Day	Monday-May 29
Independence Day	Tuesday-July 4
Labor Day	Monday-September 4
Veterans' Day	Friday-November 10 (Observed)
Thanksgiving Day	Thursday-November 23
Day-After Thanksgiving	Friday-November 24
Christmas Eve (Full day)	Friday-December 22 (Observed)
Christmas Day	Monday-December 25
New Year's Eve (Full day)	Friday-December 29 (Observed)

In addition, **2** floating holidays can be taken on any day of the employee's choice subject to the approval of the General Manager.

DAB/PM/pm