



City of Shawnee

Human Resources Department

Tamera Johnson

HR Director

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To: All Non-Union City of Shawnee Employees

From: Tamera Johnson, HR Director

Date: October 14, 2015

RECOMMENDED HOLIDAY SCHEDULE FOR 2016

Tamera Johnson
HR Director

January 1, 2016 Friday New Year's Day

Terry Cook
Mgr. Safety and Risk
Management

January 18, 2016 Monday Martin Luther King, Jr. Day

February 15, 2016 Monday Presidents' Day

Jennifer Dawson
HR Assistant

May 30, 2016 Monday Memorial Day

July 4, 2016 Monday Independence Day

September 5, 2016 Monday Labor Day

November 11, 2016 Friday Veteran's Day

November 24, 2016 Thursday Thanksgiving Day

November 25, 2016 Friday Day after Thanksgiving

December 23, 2016 Friday Christmas Eve (observed)

December 26, 2016 Monday Christmas Day (observed)

Approved:

City Manager