



URS | CH2M Oak Ridge LLC

## 2016 Holiday Schedule

### 4/10 SCHEDULE (TUESDAY-FRIDAY)

<u>Holiday</u>	<u>Day Observed</u>
New Year's Day	Friday, January 1 (10 hours)
Birthday of Martin Luther King, Jr.	Scheduled Day Off
Good Friday	Friday, March 25 (10 hours)
Memorial Day	Scheduled Day Off
Independence Day	Tuesday, July 5 (10 hours)
Companion to Independence Day	Wednesday, July 6 (10 hours)
Labor Day	Tuesday, September 6 (10 hours)
Thanksgiving Day	Thursday, November 24 (10 hours)
Companion to Thanksgiving Day	Friday, November 25 (10 hours)
Companion to Christmas Day	Tuesday, December 27 (10 hours)
Christmas Day	Wednesday, December 28 (8 hours — 2 hours will need to be made up, or utilize PTO)

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Total number of Holiday Hours paid in 2016 will remain at 88.

*When an approved holiday falls on Saturday, the Friday before the holiday will be recognized as the observed holiday. When the holiday falls on a Sunday, the following Monday will be recognized as the holiday.*