

# HAMPTON VA

August 10, 2016

## MEMORANDUM

**TO:** All Departments  
**FROM:** Nicole M. Clark, Director of Human Resources  
**SUBJECT:** **2017 Holiday Schedule**

The following listed holidays will be observed by the City of Hampton employees in the calendar year 2017:

<u>Holidays</u>	<u>Dates City Offices Closed</u>
New Year's Day	Monday, January 2, 2017
Martin Luther King, Jr. Day	Monday, January 16, 2017
President's Day	Monday, February 20, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Veteran's Day	Friday, November 10, 2017
Thanksgiving Day	Thursday, November 23, 2017
Christmas Day	Monday, December 25, 2017
Employee's Birthday	Date of employee's birth (May be taken on another regular work day during the 2017 calendar year with management approval)

Personnel designated by their Department Heads who work in operations which must be continuously maintained regardless of holidays, shall observe the actual legal holidays for pay purposes.