



September 4, 2015

**MEMORANDUM**

**TO:** All Departments  
**FROM:** Nicole M. Clark, Director of Human Resources  
**SUBJECT:** **2016 Holiday Schedule**

The following listed holidays will be observed by the City of Hampton employees in the calendar year 2016:

<u>Holidays</u>	<u>Dates City Offices Closed</u>
New Year's Day	Friday, January 1, 2016
Martin Luther King, Jr. Day	Monday, January 18, 2016
President's Day	Monday, February 15, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Christmas Day	Monday, December 26, 2016
Employee's Birthday	Date of employee's birth (May be taken on another regular work day during the 2016 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.