

Memorandum

TO: DISTRIBUTION

FROM: AGNES T. DUNCAN *At Duncan*

DATE: October 25, 2010

SUBJECT: 2011 HOLIDAY OBSERVANCE FOR OT&E

Listed below is the 2011 Holiday schedule for OT&E employees. Should you have any questions, please do not hesitate to contact your Labor Relations representative for further clarification.

<u>HOLIDAY</u>	<u>PAID HOLIDAY</u>
New Year's Day	Friday, December 31, 2010
Martin Luther King Jr., Day	Monday, January 17, 2011
President's Day	Monday, February 21, 2011
Good Friday	Friday, April 22, 2011
Memorial Day	Monday, May 30, 2011
Independence Day	Monday, July 4, 2011
Labor Day	Monday, September 5, 2011
Thanksgiving Day	Thursday, November 24, 2011
Day After Thanksgiving	Friday, November 25, 2011
Christmas Eve	Friday, December 23, 2011 (Observed)
Christmas Day	Monday, December 26, 2011 (Observed)
New Year's Eve	Friday, December 30, 2011 (Observed)

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