

To: All Employees
From: Human Resources
Subject: Year 2012 Holiday Schedule
Date: November 1, 2011

The following is the 2012 holiday schedule the Diocese of Springfield will observe:

New Year's Day	Monday, January 2, 2012 (holiday falls on Sunday)
Martin Luther King Day	Monday, January 16, 2012
Presidents' Day	Monday, February 20, 2012
Good Friday	Friday, April 6, 2012
Easter Monday	Monday, April 9, 2012
Patriots' Day	Monday, April 16, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Columbus Day	Monday, October 8, 2012
Veterans' Day	Monday, November 12, 2012 (holiday falls on Sunday)
Thanksgiving Day	Thursday, November 22, 2012
Day after Thanksgiving	Friday, November 23, 2012
Christmas Eve	Monday, December 24, 2012
Christmas	Tuesday, December 25, 2012
Day after Christmas	Wednesday, December 26, 2012
New Year's Eve	Monday, December 31, 2012

Note: If you are not normally scheduled to work on the day a holiday falls, you are not eligible to receive pay for that day, nor do you receive a day in lieu of that holiday.

If you are on vacation during a holiday that you normally would have worked, that time will be paid as holiday time.