

## 2016 Scheduled Holidays – St. Louis

The office will be closed on the dates listed below:

New Year's Day	Friday, January 1, 2016
Martin Luther King Day	Monday, January 18, 2016
Good Friday	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving Day	Thursday, November 24, 2016 (4 <sup>th</sup> Thurs. in Nov.)
Friday after Thanksgiving	Friday, November 25, 2016
Christmas Day	Monday, December 26, 2016
New Year's Eve	Friday, December 30, 2016
Employee's Birthday	As scheduled*
Employee Floating Holiday	As approved by supervisor*

\* Employees can choose to use their Birthday day on their birthday or a day that is approved by their supervisor. Floating holiday can be used for ML King Day, President's Day, etc.

## 2016 Scheduled Holidays – Montreal

The office will be closed on the dates listed below:

New Year's Day	Friday, January 1, 2016
Good Friday	Friday, March 25, 2016
Easter Monday	Monday, March 28, 2016
Victoria Day	Monday, May 23, 2016
Québec National Holiday	Friday, June 24, 2016 (June 24)
Canada Day	Friday, July 1, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving Day	Monday, October 10, 2016 (2 <sup>nd</sup> Monday of Oct.)
Christmas Day	Monday, December 26, 2016
Christmas Boxing Day	Friday, December 30, 2016
Employee's Birthday	As scheduled*
Employee Floating Holiday	As approved by supervisor*

\* Employees can choose to use their Birthday day on their birthday or a day that is approved by their supervisor.

Note: Any staff member who is required to work on one of the above official holidays may select a day of their choice to make up for the missed holiday.