

CITY OF TOLEDO



DEPARTMENT OF HUMAN RESOURCES

September 1, 2015

To: All Directors, Commissioners, Managers and Payroll Clerks

Thru: Paula Hicks-Hudson, Mayor *[Signature]*
Robert Reinbolt, Chief of Staff *[Signature]*

From: Mike Niedzielski, Interim Commissioner, Department of Human Resources *[Signature]*

Subject: **Paid Holidays in 2016**

This is to inform all concerned that the specific holidays that will be observed as paid holidays for non-uniformed employees of the City of Toledo for the year 2016 are as follows:

New Year's Day	Friday	01/01/2016
Martin Luther King, Jr. Day	Monday	01/18/2016
President's Day	Monday	02/15/2016
Good Friday	Friday	03/25/2016
Memorial Day	Monday	05/30/2016
Fourth of July	Monday	07/04/2016
Labor Day	Monday	09/05/2016
Columbus Day	Monday	10/10/2016
Veterans' Day	Friday	11/11/2016
Thanksgiving Day	Thursday	11/24/2016
Day After Thanksgiving	Friday	11/25/2016
Christmas Eve	Friday	12/23/2016
Christmas Day	Monday	12/26/2016

All employees have two Discretionary Holidays. The Discretionary Holidays should be selected by the employee and scheduled with adequate notification to divisional/department heads so as not to disrupt the work force of the City.