

CITY OF TOLEDO



DEPARTMENT OF HUMAN RESOURCES

August 4, 2017

To: All Directors, Commissioners, Managers and Payroll Clerks

Thru: Paula Hicks-Hudson, Mayor *PH*
Mark Sobczak, Chief of Staff and Director-Public Safety *MS 8/1/17*

From: Michael Niedzielski, Director, Department of Human Resources *MN 7/31/17*

Subject: **Paid Holidays in 2018**

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 2018 are as follows:

| | | |
|------------------------------------|------------------|-------------------|
| New Year's Day | Monday | 01/01/2018 |
| Martin Luther King, Jr. Day | Monday | 01/15/2018 |
| President's Day | Monday | 02/19/2018 |
| Good Friday | Friday | 03/30/2018 |
| Memorial Day | Monday | 05/28/2018 |
| Fourth of July | Wednesday | 07/04/2018 |
| Labor Day | Monday | 09/03/2018 |
| Columbus Day | Monday | 10/08/2018 |
| Veterans' Day | Monday | 11/12/2018 |
| Thanksgiving Day | Thursday | 11/22/2018 |
| Day After Thanksgiving | Friday | 11/23/2018 |
| Christmas Eve | Monday | 12/24/2018 |
| Christmas Day | Tuesday | 12/25/2018 |

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.