

1316 COUNTY-CITY BUILDING  
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CITY OF SOUTH BEND PETE BUTTIGIEG, MAYOR  
**BOARD OF PUBLIC WORKS**

TO: All City Departments and Bureaus  
FROM: *LM* Linda M. Martin, Clerk, Board of Public Works  
RE: 2016 Holiday Schedule for City Employees  
DATE: November 24, 2015

This is to advise you that at their meeting held on November 24, 2015 the Board of Public Works approved the 2016 Holiday Schedule for City Employees which will consist of nine (9) designated holidays and one (1) additional non-designated floating holiday, for a total of ten (10) holidays.

The designated holidays are as follows:

New Year's Day	Friday, January 1, 2016
Martin Luther King, Jr. Day	Monday, January 18, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Day after Thanksgiving	Friday, November 25, 2016
Christmas Day Observed	Monday, December 26, 2016

In addition to the nine (9) designated holidays above, employees may choose one (1) additional floating holiday subject to South Bend Municipal Code Sec. 2-121 (a), which can be any day of the employee's choosing subject to supervisor's pre-approval.