



### **2018 COMPANY HOLIDAY SCHEDULE**

For budgeting and planning purposes, all **non-represented** employees will observe the following holidays on the dates indicated below.

<b>Holiday</b>	<b>Date Observed</b>
New Year's Day	Monday, January 1, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Thanksgiving Day	Thursday, November 22, 2018
Day after Thanksgiving	Friday, November 23, 2018
Christmas Eve (observed)	Monday, December 24, 2018
Christmas Day	Tuesday, December 25, 2018

The Company will observe eight holidays in calendar year 2018 – New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.

Employees represented by a labor union should refer to their respective labor agreements to determine the holidays observed and number of paid absence or personal convenience days in calendar year 2018.

Please inform the employees in your organization of this schedule. This information is posted in the Time-Off Programs section of the Employee Handbook on SharePoint.