



MEMORANDUM

DATE: November 28, 2011
TO: AMDEX Employees
FROM: Megan Wilson, Senior Human Resources Administrator
SUBJ: 2012 Holiday Schedule

AMDEX offers its employees a maximum of 10 paid holidays (8 hours each) per calendar year. The 2012 holiday schedule observed by AMDEX will coincide with the 2012 Federal Holidays, as shown below.

| | |
|-----------------------|--------------------------------|
| Monday, January 2 | New Year's Day |
| Monday, January 16 | Birthday of Martin Luther King |
| Monday, February 20 | President's Day |
| Monday, May 28 | Memorial Day |
| Wednesday, July 4 | Independence Day |
| Monday, September 3 | Labor Day |
| Monday, October 8 | Columbus Day |
| Monday, November 12 | Veteran's Day |
| Thursday, November 22 | Thanksgiving Day |
| Tuesday, December 25 | Christmas Day |

If the holiday schedule at an employee's work site differs from the AMDEX holiday schedule, the *employee should contact their AMDEX supervisor for alternate arrangements.*

Employees who are considered *Essential Personnel* will follow their respective site policy.