

ARCHITECTURE

+ PLANNING

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To: All Nadel Staff Date: 11/17/15
From: Board of Directors
Subject: Thanksgiving Holiday

Nadel, Inc will celebrate the Thanksgiving holiday on both Thursday, November 26th and Friday, November 27th this year. All full-time and part-time employees who are eligible for benefits will receive holiday pay for November 26th & 27th consistent with their classification and regularly scheduled work days and hours. Temporary employees are exempt from holiday pay.

For the week of Thanksgiving

Payday for the week ending November 27th is on Wednesday, November 25th.

In preparation for the holiday it is required that all employees have their timesheet submitted and approved earlier than normal in Timekeeper by the following schedule:

- By 3 p.m. on Friday, November 20th
- By 5 p.m. on Wednesday, November 25th

Holiday hours for both days of 11/26 and 11/27 are based on the hours of your current weekly work schedule:

- If your scheduled work hours are 24 hours or less – 4 hours of holiday pay
- More than 24 hours of work, but less than 40 hours – 6 hours of holiday pay
- 40 or more hours – 8 hours of holiday pay

We would like to wish everyone a safe and restful Thanksgiving holiday.