

ARCHITECTURE

+ PLANNING

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To: All Nadel Staff Date: 2/9/16
From: Board of Directors
Subject: Presidents' Day Holiday

Presidents' Day is Monday, February 15th and we will celebrate it as an official Nadel holiday. All full-time employees and part-time employees who are eligible for benefits will receive holiday pay for this day consistent with their classification and regularly scheduled work day and hours. Temporary employees are exempt from holiday pay.

We will prorate the holiday hours each day 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**

Timecards for the period ending Friday, February 12th are due no later than 5 pm on **Friday, February 12th**.

We would like to extend to you and your family a safe and restful holiday.