



MEMO

ARCHITECTURE
+ PLANNING

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To: All Nadel Staff Date: 2/14/17
From: Board of Directors
Subject: Presidents' Day Holiday

Presidents' Day is Monday, February 20th and we will celebrate it as an official Nadel holiday. All full-time employees will receive holiday pay for this day. Temporary employees are exempt from holiday pay.

Timecards for the period ending Friday, February 17th are by than 5 pm on **Friday, February 17th**.

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