



ARCHITECTURE  
+ PLANNING

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To: All Nadel Staff Date: 11/2/16  
From: Board of Directors  
Subject: Thanksgiving Holiday

Nadel, Inc will celebrate the Thanksgiving holiday on both Thursday, November 24<sup>th</sup> and Friday, November 25<sup>th</sup> this year. All full-time and part-time employees who are eligible for benefits will receive holiday pay for November 24<sup>th</sup> & 25<sup>th</sup> 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 25<sup>th</sup> is on Wednesday, November 23<sup>rd</sup>.

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 18<sup>th</sup>
- By 5 p.m. on Wednesday, November 23<sup>rd</sup>

Holiday hours for both days of 11/24 and 11/25 are based on the hours of your current weekly work schedule.

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