

Memorandum

DATE: December 2, 2015

TO: The Entire Staff (LA, OC, SD, LV)

FROM: Board of Directors

SUBJECT: **Christmas and New Year's Holidays**

Nadel will celebrate the holidays beginning at noon on Thursday, December 24th through Friday, December 25th and also Friday, January 1st. In observance of these holidays all offices will be closed accordingly on these specific days. All full-time and part-time employees, who are eligible for benefits, will receive holiday pay for those days consistent with their classification and regularly scheduled workdays and hours. Temporary employees are exempt from holiday pay.

Similar to our past tradition, the Board of Directors has approved a course whereby **all offices are open (not officially closed), but will be at a reduced staff level** after Christmas and before New Year's holidays, specifically, from Monday, December 28th through Thursday, December 31st. We encourage all staff members to take advantage of the four days between holidays to relax and spend time with family and friends.

Thursday, December 24th	-one half day holiday for Christmas Eve
Friday, December 25th	-full day holiday for Christmas Day
Friday, January 1st	-full day holiday for New Year

Other than the actual holidays, for those staff members who will be in the office during this period, please arrange with your supervisor and get approval in writing in advance for hours to be worked. Employees who wish to take this time off should arrange to take their time under the PTO plan or you may choose to take time off without pay. Please seek approval from your supervisor in advance for your time off. If you will be taking any personal time off through the holidays, please submit timesheets for those weeks by Friday, 12/18/15. Notify Cheryl of any adjustments by January 4nd so changes can be reflected in the January 8th payroll. Otherwise, timesheets for the holiday weeks are due according to the following schedule:

Week ending 12/18/15 – timesheets due by 3 p.m. on Friday, 12/18/15

If you are working less than full-time, we will prorate the holiday hours each day based on the hours of your current weekly work schedule. Be aware that Work Share cannot reimburse for the hours missed on the days of the actual holidays.

- For Christmas Eve – 4 hours for full time (40 hours), 3 hours for less than 40 hours
- If your scheduled work hours are 24 hours or less – 4 hours of holiday pay for the days of Christmas and New Years
- More than 24 hours of work, but less than 40 hours – 6 hours of holiday pay for the days of Christmas and New Years
- 40 or more hours – 8 hours of holiday pay for the days of Christmas and New Years

Each office will make the necessary arrangements to insure that the phones in their office will be operational and/or covered. The Los Angeles office will have normal coverage between the holidays to answer phones, receive mail and deliveries.

If you have any questions regarding this memo, please feel free to contact Cheryl Sullivan in advance of the actual holiday period. **We wish everyone a pleasant holiday season!**