



MEMO

ARCHITECTURE

+ PLANNING

1990 S. Bundy Drive
Suite 400
Los Angeles, CA 90025
T. 310.826.2100
F. 310.826.0182
www.nadelarc.com

To: All Nadel Staff

Date: August 26, 2016

From: Board of Directors

Subject: Labor Day Holiday 2016

Nadel, Inc. will celebrate Monday, September 5th, 2016 as a holiday in observance of Labor Day. All full-time employees will receive eight hours of holiday pay consistent with their classification, while all part-time employees are entitled to holiday pay for their regularly scheduled work hours if the hours fall on a Monday. Temporary employees are exempt from holiday pay. Given that all the offices will be officially closed on Monday, September 5th, it is necessary that all employees have their timesheet submitted and approved in Deltek **no later than 5pm Friday, September 2nd.** —

Holiday hours will be prorated based on the hours of your set current weekly work schedule.

- **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**

Before departing on Friday, please make sure that you shut down your computer as we have been instructed to do every Friday evening. Save files before shutting down and turn off all auxiliary equipment, including lights, radios, fans, cup warmers, etc.

We want to wish everyone a safe and pleasant three-day Labor Day weekend.

[Learn about the History of Labor Day – CLICK HERE](#)