

# **Memorandum**

**DATE:** **November 29, 2017**

**TO:** **All Nadel Staff**

**FROM:** **Board of Directors**

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

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Nadel will celebrate the holidays beginning at noon on Friday, December 22nd through Monday, December 25<sup>th</sup> and also Monday, January 1st. In observance of these holidays all offices will be closed accordingly on these specific days. All full-time employees will receive holiday pay for those days. Temporary employees are exempt from holiday pay.

<b>Friday, December 22nd</b>	<b>-one half day holiday for Christmas Eve</b>
<b>Monday, December 25th</b>	<b>-full day holiday for Christmas Day</b>
<b>Monday, January 1st</b>	<b>-full day holiday for New Year</b>

Similar to our past tradition, the Board of Directors has approved that 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 Tuesday, December 26<sup>th</sup> through Friday, December 29th. We encourage all staff members to take advantage of the four days between holidays to relax and spend time with family and friends. Employees who wish to take this time off should arrange in advance with your supervisor to take their time under the PTO plan or you may choose to take time off without pay.

**For those of you planning to take time off - please submit timesheets for weeks ending December 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> before leaving for the Holidays.**

For those staff members who will be in the office from December 26 through December 29, please arrange in advance with your supervisor and get approval in writing for hours to be worked. If there are any changes to timesheets already submitted, notify Cheryl of any adjustments by January 2nd so changes can be reflected in the January 5<sup>th</sup> payroll.

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!**