

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: May 24, 2016

From: Board of Directors

Subject: Memorial Day Holiday 2016

We will celebrate Monday, May 30<sup>th</sup> as a holiday in observance of Memorial Day. All full-time employees will receive holiday pay consistent with their classification, while other employees who receive pro-rated benefits are entitled to holiday pay if their regularly scheduled work hours fall on a Monday.

**Timesheets are required to be submitted and approved no later than 5 pm on Friday, May 27<sup>th</sup>.**

Holiday hours will be pro-rated based on the hours of your current weekly work schedule.

- **If your scheduled work hours are 24 hours or less– 4 hours of holiday pay**
- **More than 24 hours of work, but less than 40 hours – 6 hours of holiday pay**
- **40 or more hours worked – 8 hours holiday pay**

Before departing on Friday, please make sure that you shut down your computer as we are instructed to do every evening. Save files before shutting down and turn off all auxiliary equipment, including lights, radios, fans, copiers, coffee machines and similar devices.

Please see <http://www.usmemorialday.org/backgrnd.html> for those interested in a brief history of the Memorial Day Holiday.

We want to wish everyone a pleasant three-day Memorial weekend.