

HOLIDAY SCHEDULE 2018
Herriman & Associates, Inc.

<u>HOLIDAY</u>	<u>OFFICE CLOSED</u>	<u>OFFICE RE-OPENS</u>
New Year's Day	Monday January 1, 2018	Tuesday January 2, 2018
<i>M. L. King, Jr. Day</i> <i>DISCRETIONARY</i>	<i>Monday</i> <i>January 15</i> NOTE: The office may be closed to non-associates on Monday; office staff may be required to participate in training & organizational activities. CAMs may wish to advise BODs in advance.	<i>Tuesday</i> <i>January 16</i>
Presidents Day <i>DISCRETIONARY</i>	Monday February 19 NOTE: The office may be closed to non-associates on Monday; office staff may be required to participate in organizational activities. CAMs may wish to advise BODs in advance.	Tuesday February 20
Memorial Day	Monday, May 28	Tuesday, May 29
Independence Day	Wednesday, July 4	Thursday, July 5
Labor Day	Friday & Monday August 31 & September 3 NOTE: Friday is an optional PTO day; the office will be closed; staff may work if so desired. Notify your manager in advance. CAMs may wish to advise BODs in advance.	Tuesday September 4
Thanksgiving Day	Thursday & Friday November 22 & 23 CAMs may wish to advise BODs in advance.	Monday November 26
Christmas Eve	Monday December 24 – Close at 2:00 p.m.	
Christmas Day	Tuesday December 25 - Closed	Wednesday December 26
New Year's Eve	Monday December 31 – Close at 3:00 p.m.	
New Year's Day	Tuesday January 1 - Closed	Wednesday January 2, 2019