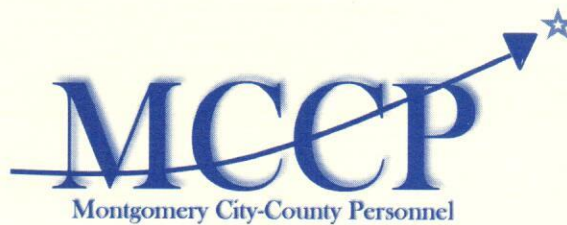


PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
JAMES WILLIAMS




CARMEN DOUGLAS
PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675
FAX: 334-625-2219

27 Madison Avenue
Montgomery, Alabama 36104

MEMORANDUM

To: Elected Officials, Appointing Authorities and Department Heads

From: Carmen Douglas, Personnel Director 

Subject: Holidays

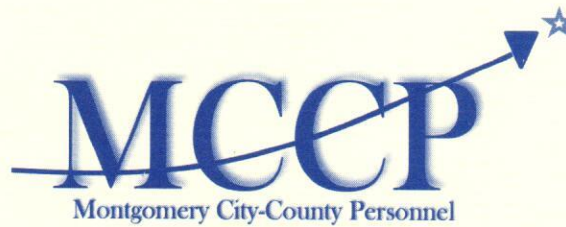
Date: November 7, 2017

Pursuant to Legislative Acts, merit system employees now receive the same holidays as federal employees. If there are more state holidays than federal holidays, employees will receive personal leave days in lieu of the excess state holidays. Personal leave days accrue on the date of the state holiday for which it is given. The personal leave day may be used to observe the state holiday or, as requested by the employee and approved by the appointing authority. For County employees, the personal leave days must be taken within the calendar year in which it accrues, pursuant to the Act. Personal leave days must be used within the fiscal year for the city employees as specified by resolution of the City Council. Since Mardi Gras is not a state holiday except in Mobile and Baldwin County, employees do not receive a personal leave day for Mardi Gras day.

Because Act 150 has been repealed, Montgomery Regional Airport Authority employees now observe the same holidays as city and county employees.

A holiday schedule is attached.

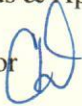
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MEMORANDUM

TO: Elected Officials, Department Heads & Appointing Authorities
FROM: Carmen Douglas, Personnel Director 
DATE: November 7, 2017
SUBJECT: 2018 Legal Holidays

Listed below for your information are the dates of the legal holidays during the year 2018:

Monday, January 1	New Year's Day
Monday, January 15	Martin Luther King, Jr.'s Birthday
Monday, February 19	Washington's Birthday
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, October 8	Columbus Day
Monday, November 12*	Veterans Day Sunday, November 11 (Offices Closed Monday)
Thursday, November 22	Thanksgiving Day
Tuesday, December 25	Christmas Day

Employees accrue a personal leave day on April 23, 2018 and June 4, 2018.