



## Memo

**To:** All Waukesha County Employees  
**From:** Virginia Ramos, Department of Administration  
**Subject:** 2011 Holidays  
**Date:** August 17, 2010

The year 2011 holiday scheduled days off are as follows:

**NEW YEARS EVE and NEW YEARS DAY (2010-11)** will be observed Friday, December 31, 2010 and Monday, January 3, 2011 (New Year's Day falls on a Saturday).

**MEMORIAL DAY** will be observed Monday, May 30, 2011.

**INDEPENDENCE DAY** will be observed Monday, July 4, 2011.

**LABOR DAY** will be observed Monday, September 5, 2011.

**THANKSGIVING DAY and THE DAY AFTER THANKSGIVING** will be observed Thursday, November 24, 2011 and Friday, November 25, 2011.

**CHRISTMAS EVE and CHRISTMAS DAY** will be observed Friday, December 23, 2011 and Monday, December 26, 2011 (Christmas Eve and Christmas Day fall on Saturday and Sunday).

**NEW YEARS EVE and NEW YEARS DAY (2011 – 2012)** will be observed Friday, December 30, 2011 and Monday, January 2, 2012 (New Year Eve and New Years Day falls on Saturday and Sunday).

For scheduling of holidays for employees in continuous operation departments, please refer to the Waukesha County Administrative Policy and Procedures Manual, Volume II, Chapter 1 – Human Resources, Section 1200 – Holidays.

**Please feel free to post and share this information with your co-workers.**