



Memo

To: All Waukesha County Employees
From: Virginia Ramos, Department of Administration
Subject: 2012 Holidays
Date: August 5, 2011

The year 2012 holiday scheduled days off are as follows:

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).

MEMORIAL DAY will be observed Monday, May 28, 2012.

INDEPENDENCE DAY will be observed Wednesday, July 4, 2012.

LABOR DAY will be observed Monday, September 3, 2012.

THANKSGIVING DAY and THE DAY AFTER THANKSGIVING will be observed Thursday, November 22, 2012 and Friday, November 23, 2012.

CHRISTMAS EVE and CHRISTMAS DAY will be observed Monday, December 24, 2012 and Tuesday, December 25, 2012.

NEW YEARS EVE and NEW YEARS DAY (2012 – 2013) will be observed Monday, December 31, 2012 and Tuesday, January 1, 2013.

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.