



TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT 17

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November 12, 2011

To: All Employees

From: Leslie Terrell
Office Manager

Re: Designated 2012 Holidays

In accordance with the District's Personnel Policy, the following nine (9) days will be observed as official paid District holidays for 2012 as authorized by the General Manager. The floating holidays were voted on by the employees:

January 2 nd , Monday	New Year's Day – observed
April 6 th , Friday	Good Friday (Easter) – Floating Holiday
May 28 th , Monday	Memorial Day
July 4 th , Wednesday	Independence Day
September 3 rd , Monday	Labor Day
November 22 nd , Thursday	Thanksgiving Day
November 23 rd , Friday	Friday after Thanksgiving – Floating Holiday
December 24 th , Monday	Christmas Eve-Floating Holiday
December 25 th , Tuesday	Christmas Day

1 – Personal Day

In addition to the nine (9) days listed above, each full-time employee is also granted one (1) additional paid personal holiday, date to be selected by the employee, which must be taken within the calendar year.