



City of Aztec 2018 Holiday Closures

Holiday	Date	Day	City	MVD	Senior Center
New Year's Day	Jan 1, 2018	Monday	Closed	Closed	Closed
Martin Luther King Jr.	Jan 15, 2018	Monday	-	Closed	-
President's Day	Feb 19, 2018	Monday	-	-	Closed
Easter	April 1, 2018	Sunday	Closed	Closed	Closed
Memorial Day	May 28, 2018	Monday	Closed	Closed	Closed
Independence Day	July 4, 2018	Wednesday	Closed	Closed	Closed
Labor Day	Sept 3, 2018	Monday	Closed	Closed	Closed
Columbus Day	Oct 8, 2018	Monday	-	Closed	-
Veteran's Day	Nov 11, 2018	Sunday	-	-	-
	Nov 12, 2018	Monday	-	Closed	-
Thanksgiving	Nov 22, 2018	Thursday	Closed	Closed	Closed
	Nov 23, 2018	Friday	-	Closed	Closed
Christmas	Dec 24, 2018	Monday	-	-	Closed
	Dec 25, 2018	Tuesday	Closed	Closed	Closed

Note:

- Officially recognized City holiday per Personnel Policy.
 City Offices are closed Friday – Sunday.
 MVD is closed Friday – Sunday.
 Library is closed on Sundays.
Filling Out Timesheet

- Hours entered for a holiday should be entered with a *Holiday* code and a leave request is not required.
- Any time taken off by the employee that is not a City recognized holiday on the above list should be entered as *Vacation, Personal Day, or Professional Leave* and a leave request is required.