



MEMORANDUM

Date: December 8, 2008

To: NOWCC/SEE Program Enrollees, Field Directors, EPA Monitors & EPA SEE Coordinators

From: Yvonne Bolton, Payroll Manager

Subject: 2009 Holiday Schedule

The following are the official holidays to be observed by the SEE Program enrollees for 2009:

Thursday	January 1, 2009	New Year's Day
Monday	January 19, 2009	Birthday of Martin Luther King, Jr.
Monday	February 16, 2009	Washington's Birthday
Monday	May 25, 2009	Memorial Day
Friday	July 3, 2009*	Independence Day
Monday	September 7, 2009	Labor Day
Monday	October 12, 2009	Columbus Day
Wednesday	November 11, 2009	Veterans Day
Thursday	November 26, 2009	Thanksgiving Day
Friday	December 25, 2009	Christmas Day

Enrollees also receive one Individual Holiday per calendar year.

*July 4, 2009 falls on a Saturday. Friday, July 3, 2009 will be treated as a holiday.

Payroll Schedule for 2009

<u>Pay Period</u> <u>Beginning</u>	<u>Pay Period</u> <u>Ending</u>	<u>Check</u> <u>Date</u>
12/20/08	01/02/09	01/15/09
01/03/09	01/16/09	01/29/09
01/17/09	01/30/09	02/12/09
01/31/09	02/13/09	02/26/09
02/14/09	02/27/09	03/12/09
02/28/09	03/13/09	03/26/09
03/14/09	03/27/09	04/09/09
03/28/09	04/10/09	04/23/09
04/11/09	04/24/09	05/07/09
04/25/09	05/08/09	05/21/09
05/09/09	05/22/09	06/04/09
05/23/09	06/05/09	06/18/09
06/06/09	06/19/09	07/02/09
06/20/09	07/03/09	07/16/09
07/04/09	07/17/09	07/30/09
07/18/09	07/31/09	08/13/09
08/01/09	08/14/09	08/27/09
08/15/09	08/28/09	09/10/09
08/29/09	09/11/09	09/24/09
09/12/09	09/25/09	10/08/09
09/26/09	10/09/09	10/22/09
10/10/09	10/23/09	11/05/09
10/24/09	11/06/09	11/19/09
11/07/09	11/20/09	12/03/09
11/21/09	12/04/09	12/17/09
12/05/09	12/18/09	12/31/09
