



## MEMORANDUM

**Date:** December 11, 2009

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

**From:** Yvonne Bolton, Payroll Manager

**Subject:** 2010 Holiday Schedule

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The following are the official holidays to be observed by the SEE Program enrollees for 2010:

|          |                     |                                     |
|----------|---------------------|-------------------------------------|
| Friday   | January 1, 2010     | New Year's Day                      |
| Monday   | January 18, 2010    | Birthday of Martin Luther King, Jr. |
| Monday   | February 15, 2010   | Washington's Birthday               |
| Monday   | May 31, 2010        | Memorial Day                        |
| Monday   | July 5, 2010*       | Independence Day                    |
| Monday   | September 6, 2010   | Labor Day                           |
| Monday   | October 11, 2010    | Columbus Day                        |
| Thursday | November 11, 2010   | Veterans Day                        |
| Thursday | November 25, 2010   | Thanksgiving Day                    |
| Friday   | December 24, 2010** | Christmas Day                       |

**Enrollees also receive one Individual Holiday per calendar year.**

\* July 4, 2010 falls on a Sunday. Monday, July 5, 2010 will be treated as a holiday.

\*\* December 25, 2010 falls on a Saturday. Friday, December 24, 2010 will be treated as a holiday.

## Payroll Schedule for 2010

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