



## 2010 HOLIDAY SCHEDULE

OneSource Document Management observes 9 paid days off per year for holidays.

The 2010 Holiday Schedule is as follows:

<b>New Year's Day</b>	January 1	Friday
<b>Presidents' Day</b>	February 15	Monday
<b>Memorial Day</b>	May 31	Monday
<b>Independence Day</b>	July 5	Monday
<b>Labor Day</b>	September 6	Monday
<b>Thanksgiving</b>	November 25	Thursday
	November 26	Friday
<b>Christmas</b>	December 24	Friday

In 2010, to observe the 9<sup>th</sup> paid holiday, employees will be able to take off on their birthday along with getting paid for that day. If your birthday falls on a Saturday, you will observe it on Friday. If your birthday falls on a Sunday, you will observe it on Monday. If your birthday falls on a holiday that we are off, you will be able to choose an alternate day off. For tracking purposes, you must complete an Employee Requested Day Off form.