

MEMORANDUM

DATE: December 16, 2009
TO: ALL FULL-TIME EMPLOYEES
FROM: DARRYL BARROW - GENERAL MANAGER (DB)
SUBJECT: 2010 HOLIDAYS

The Westborough Water District will be observing the following holidays in 2010:

New Year's Day	Friday-January 1
Martin Luther King, Jr. Day	Monday-January 18
Presidents' Day	Monday-February 15
Good Friday (Noon-3 PM)	Friday-April 2
Memorial Day	Monday-May 31
Independence Day	Monday-July 5 (Observed)
Labor Day	Monday-September 6
Veterans' Day	Thursday-November 11
Thanksgiving Day	Thursday-November 25
Day After Thanksgiving	Friday-November 26
Christmas Eve-1/2 Day	Thursday-December 23 (Observed)
Christmas Day	Friday-December 24
New Year's Eve-1/2 Day	Thursday-December 30 (Observed)

In addition, 3 floating holidays can be taken on any day of the employee's choice subject to the approval of the General Manager.

DAB/PM/pm